

FM01: Process Payments

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This product includes software developed by the Apache Software Foundation (<http://www.apache.org/>).

1.1. Introduction

The *FM01: Process Payments* topic supports the following key activities:

- Preparation and authorization of one-time payment requests for expenditures, made on behalf of children in care, for goods or services (e.g., clothing),
- Viewing of the monthly payment requests (generated by the batch processes described in Section 1.4) for ongoing care and support costs (e.g., foster care),
- Documentation of checks issued in the field for expenditures made on an emergency basis,
- Recording and Managing of overpayments made to providers,
- Maintenance of account numbers to be associated with payments,
- Maintenance of Title IV-E Federal Financial Participation (FFP) percentage, and
- Maintenance of voucher numbers to be associated with check runs.

The Payment Request page processing allows the worker to link case participant and service information to the dollar amount and provider of the goods or services. The page is used as a record of payment and service provision for paid services and allows the worker to see the details of the service provision such as the type of service, begin date, end date, and the number of units of service. This page also allows workers to record overpayments made to providers. To record an overpayment, workers create a payment with a (-) total amount.

The Maintain Account Numbers page is used by DHFS to enter new account numbers, maintain existing account numbers, and expire those account numbers that are no longer used.

The Maintain Title IV-E FFP (Federal Financial Participation) page allows the users to record the Title IV-E FFP percentages to be used for Title IV-E claiming along with effective dates.

The Maintain Voucher Numbers page allows the users to enter the block of voucher numbers - assigned by County fiscal managers- to be used in check runs. The financial batch programs described in *FM02: Issue/Reconcile Checks* topic read the most current voucher number to be used and then increments this number by one after it has been used. Thus, the next time the batch process is triggered, it retrieves the most current number again.

The batch processes described in this topic allow eWiSACWIS to generate recurring payments for ongoing services such as foster care, kinship care or adoption assistance. The Calculate Ongoing Amounts batch process derives placement and rate information from the system to generate monthly payments, based upon per diem rates, for foster care, kinship care, and other ongoing services. eWiSACWIS calculates ongoing amounts based upon daily rates, where payment is made if the child is in care for a full day or partial day. This process calculates monthly payment amounts based on established service type rates, provider-specific rates or child-specific rates. Should DHFS negotiate a provider-specific rate adjustment or change an ongoing service rate with retroactive applicability, this batch process can calculate retroactive adjustments due providers based on service provision during the period covered. Workers may view the payments generated by this process through the Payment Request page.

The Create Episode Driven Pending Payments batch program processes Residential Care Center

(RCC) and Group Home placements and creates a pending payment request record for each child in the facility. The users can view the payment request records – pre-filled with child, provider, and service information- created by the batch process and enter the number of days the child was actually in the RCC facility and change the start and end date of the payment, if needed. Upon final approval of this payment request, it becomes ready to be included in the next check run.

The Overpayment Status expando, located on the Payment Request page, provides workers with a tool to manage overpayments made to providers. Under this expando, workers can designate if an Outstanding overpayment should be sent to collections, written off, cancelled. When payments are still outstanding, workers can designate what repayment method should be used to recoup the overpayment. To designate a repayment method for individual overpayments, the repayment method for the Overpayment's Payee /County must be set to "Reduce by Individual Overpayments" accessed from the Home or Private Provider pages.

Recoupment of overpayments, once they are posted in eWiSACWIS, is described in *FM02b: Overpayment Adjustment* topic. Workers can also choose to reduce a payee's future payments by a certain amount at the provider and county level. This is described in the Topic Papers for the *PM02a: Home Provider* and *PM02b: Private Provider* pages.

1.2. Pages

1.2.1. Page-Payment Request

Payment Request - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Payment Request Identification

Payment ID:	9222252	Request Date:	09/09/2004	<input type="checkbox"/> Overpayment Repaid
Creator:	vWorker Waukesha	County:	Waukesha	<input type="checkbox"/> Cancel

Provider Information

Provider:	John Fallone	Provider ID:	20173
Invoice Number:		Invoice Date:	00/00/0000
Payee:	John Fallone	Payee ID:	20173

Case Participant Information

Case:	Art Abby	Case ID:	20273
Participant:	Alice Abby	Participant ID:	20999
Worker:	Dan Daisy	Placement Status:	Non-Relative-Unlicensed

Service Information

Placement:		<input type="button" value="Calculate"/>					
Service Category:	One Time Payment- Foster Home	Total Amount:	\$450.00				
Service Type:	One Time FH Placement Payment	Basic:	\$450.00				
Start Date:	01/01/2004	End Date:	01/23/2004	Units:		Admin:	\$0.00
Overpayment Source Number:		Purchase Request ID:		Exceptional:	\$0.00		
Description:		Supplemental:	\$0.00				

Overpayment Status

Options:

Done Local intranet

Payment Request - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Service Information

Placement: Foster Home-Gen. License 0-4 years old - 03/03/02 **Calculate**

Service Category: Foster Home - General License Total Amount: \$-900.00

Service Type: Foster Home-Gen. License 0-4 years old Basic: \$-900.00

Start Date: 09/01/2003 End Date: 09/30/2003 Units: 0 Admin: \$0.00

Overpayment Source Number: Purchase Request ID: Exceptional: \$0.00

Description: Supplemental: \$0.00

Overpayment Status

Overpayment Status

☐ Overpayment Repaid

☐ Cancel

☐ Write Off

☐ Send to Collections

☒ Outstanding

Repayment Method

☒ Reduce by Total Overpayment Amount

☐ Reduce Future Payments by...

Monthly Amount: \$0.00

Options: **Save Close**

Done Local intranet

1.2.1.1. Page Overview

The Payment Request page initiates and records the request for payment for expenditures made on behalf of clients of the department. There are three ways to create a one-time payment request through the Payment Request page:

1. From the main menu by selecting Create> Financial Work> Payment Request. Once in the page, the worker completes the case participant and provider information by means of the Person and Provider Organization Searches.
2. If the worker is assigned to the case, then they select Create> Case Work from the main menu to access the Create Case Work page. From this page, the worker selects the Payment Request value from the Payment drop down box in the Create Case Items group box, along with the appropriate case name and case participant, and presses the Create button. Once in the page, the worker completes the provider information by means of the Search hyperlink in the Provider Information group box.
3. If the worker is assigned to the Provider, then they select Create> Provider Work to access the Create Provider Work page. From this page, the worker selects the Payment

Request value from the Payment drop down box in the Create Provider Items group box, along with the appropriate provider name, and presses the Create button. Once in the page, the worker completes the case and case participant information by means of the Search hyperlink in the Case Participant Information group box.

Once the payment request has been created, it can be accessed through the Cases, Providers, or Approvals expandos on the Desktop. The Payment Request page can also be accessed via the Case and Provider utilities search accessed from the main application menu bar. However, when accessing payment requests from this process, the page will be in view only mode.

The Payment Request page is used to record one time payment requests for expenses such as clothing, as well as to allow the workers to view the payments generated monthly – by the Calculate Ongoing Amounts batch process described in Section 1.4.1- for ongoing services such as foster care.

The Payment Request page also provides users with the ability to associate a one-time payment/overpayment with an eWiSACWIS placement. Workers can select a placement (Out of Home or In Home) in the *Placement* field. The payment amount is calculated based on the selected placement when workers press the *Calculate* button. The *Calculate* button is enabled only when a Placement, a Service Category, and a Service Type, and Start and End dates have been entered.

This page is also used to enter the number of days a child was in a RCC or a Group Home and approve the payment so that it is included in the next check run. These payment requests are created by the Create Pending Episode Driven Payments batch process. The case, child, provider, and service information pre-fill from the placement information. The worker enters the number of days the child was in a RCC for the past month and approves the payment request for each child.

Additionally, this page is used to manually record overpayments made to providers or view the overpayments that are generated due to placement or rate changes by the Calculate Ongoing Amounts batch process. After a worker has entered a negative amount in an amount field for a manual overpayment, the Overpayment Status expando located at the bottom of the Payment Request page becomes enabled. DHFS fiscal staff members use this expando to manage repayment methods and overpayment status decisions at the individual payment level. Managing repayment methods at the individual overpayment level allows fiscal staff to recoup one overpayment prior to or faster than another overpayment. If a payment is designated as being sent to collections in the Overpayment Status expando, the worker completes the Invoice Request form (The A/R Specialist in Bureau of Fiscal Services uses the form to generate an invoice and establish a receivable in the WiSMART Receivable Subsystem (ARS)). Further details on the overpayment recoupment process can be found in *FM02b: Overpayment Adjustment* design paper.

Manual checks written from contingency funds are documented in eWiSACWIS through the Payment Request page. The checks written from these accounts are different from system generated checks in that the *Invoice Number* and *Invoice Date* fields on the Payment Request page are used to record the check number and check date respectively. Additionally, these expenditures are not posted to the state's financial systems, and account reconciliation is performed external to eWiSACWIS.

Finally, this page can be used to record the ‘pre-SACWIS’ cost of care. This will allow the user to record the true outstanding cost of care for the child and continue collecting arrears in child support until this amount is recovered. In order to prevent the disbursement of such payment requests, the ‘pre-SACWIS cost of care’ service type should be setup as non-system-disbursed on the Maintain Service Type and Rate page. *Please refer to PM01: Maintain Services topic paper for additional information.*

1.2.1.2. Page Information

Box: Payment Request Identification

Fields:

Payment ID:	Unique identifier of the payment; System generated on initial save processing; Not user editable; No default value.
Creator:	The name of the person creating the payment; Pre-filled from worker’s log-in information; Not user editable; Defaults to logged-in worker’s name upon page creation.
Request Date:	The date the request is being entered; Pre-filled with current system date; Not user editable; Defaults to current system date.
Overpayment Repaid:	Indicator if the overpayment is fully repaid by the provider; System derived check box; Not user editable; Defaults to not checked.
Cancel:	Workers use this checkbox to cancel an already approved payment request. This checkbox is only displayed for approved, non-canceled (Payment.cd_pmnt_stat is Null or Payment.cd_pmnt_stat <> ‘C’), positive (Payment.am_rqst>0) payment requests that have not been included on a check (Payment.id_chck is Null).
County:	Indicates the County for which the payment is generated. Pre-filled with the County of the worker who creates the Payment Request; Not user editable; Defaults to logged-in worker’s county upon page creation.

Box: Provider Information

Fields:

Provider:	The name of the provider; when the page is accessed through Create Provider Work, the information is passed from the Create Provider Work page; when the page is accessed through Create Case Work or Create Financial Work, the information is derived from the Search hyperlink in the Provider Information group box; in View or Update mode, when the worker comes from either the Case or Provider expandos on the Desktop, the information is retrieved from the Provider table based upon the Provider ID in the Payment table for that Payment row; Not user editable; No default value.
Provider ID:	The unique ID number of the Provider; when the page is accessed

through Create Provider Work, the information is passed from the Create Provider Work page; when the page is accessed through Create Case Work or Create Financial Work, the information is derived from the Search hyperlink in the Provider Information group box; in View or Update mode, when the worker comes from either the Case or Provider expandos on the Desktop, the information is retrieved from the Payment row selected on the Desktop; Not user editable; No default value.

Invoice Number:	The control number from the provider's invoice, or the check number if documenting disbursements from Contingency funds; User entered text field; Not required; No default value.
Invoice Date:	The invoice date from the provider's invoice, or the check date if documenting disbursements from contingency funds; User entered date field; Not required; No default value.
Payee:	The name of the payee; the payee of the payment is determined by the Account Number Determination procedure triggered by inserting the payment row in the database; in View or Update mode, the information is retrieved from the Provider table based upon the Payee ID in the Payment table for that Payment row; Not user editable; No default value.
Payee ID:	The unique ID number of the payee; the payee of the payment is determined by the Account Number Determination procedure triggered by inserting the payment row into the database; in View or Update mode, the information is retrieved from the Provider table based upon the Payee ID in the Payment table for that Payment row; Not user editable; No default value.

Box: Case Participant Information

Fields:	Case:	The name of the case; when the page is accessed through Create Case Work, the information is passed from the Create Case Work page; when the page is accessed through Create Provider Work or Create Financial Work, the information is derived from the Search hyperlink in the Case Participant Information group box; in View or Update mode, when the worker comes from either the Case or Provider expandos on the Desktop, the information is retrieved from the Case table based upon the Case ID in the Payment table for that Payment row. If a non-case specific service type is selected and the case required flag on the SERVICE_TYPE table is 'NO' (i.e. FL_RQD = 'N'), then no case is required; Not user editable; No default value.
	Participant:	The name of the case participant who received the services; when the page is accessed through Create Case Work, the information is passed from the Create Case Work page; when the page is accessed

through Create Provider Work or Create Financial Work, the information is derived from the Search hyperlink in the Case Participant Information group box; in View or Update mode, when the worker comes from either the Case or Provider expandos on the Desktop, the information is retrieved from the Person table based upon the Person ID in the Payment table for that Payment row. If a non-case specific service type is selected and the case required flag on the SERVICE_TYPE table is 'NO' (i.e. FL_RQD = 'N'), then no case participant is required; Not user editable; No default value.

Worker:	The name of the primary worker for the case; when the page is accessed through Create Case Work, the primary worker information is passed from the Create Case Work page; when the page is accessed through Create Provider Work or Create Financial Work, the information is derived from the Search hyperlink in the Case Participant Information group box; in View or Update mode, when the worker comes from either the Case or Provider expandos on the Desktop, the information is retrieved from the Person table based upon the id_person_wrkr in the Payment table for that Payment row. If a non-case specific service type is selected and the case required flag on the SERVICE_TYPE table is 'NO' (i.e. FL_RQD = 'N'), then no case worker is required; Not user editable; No default value.
Case ID:	Unique case identifier for case participant; when the page is accessed through Create Case Work, the information is passed from the Create Case Work page; when the page is accessed through Create Provider Work or Create Financial Work the information is derived from the Search hyperlink in the Case Participant Information group box; in View or Update mode, when the worker comes from either the Case or Provider expandos on the Desktop, the information is retrieved from the Payment row selected on the Desktop; If a non-case specific service type is selected and the case required flag on SERVICE_TYPE table is 'NO' (i.e. FL_RQD = 'N'), then no Case ID is required; Not user editable; No default value.
Participant ID:	The unique identifier of the participant; when the page is accessed through Create Case Work, the information is passed from the Create Case Work page; when the page is accessed through Create Provider Work or Create Financial Work, the information is derived from the Search hyperlink in the Provider Information group box; in View or Update mode, when the worker comes from either the Case or Provider expandos on the Desktop, the information is retrieved from the Payment row selected on the Desktop; If a non-case specific service type is selected and the case required flag on the SERVICE_TYPE table is 'NO' (i.e. FL_RQD = 'N'), then no

Participant ID is required; Not user editable; No default value.

Placement Status: The type of placement that the child is in (e.g., Foster home – Non-relative – Voluntary, Group Home); in View or Update mode, when the worker comes from either the Case or Provider expandos on the Desktop, the information is retrieved from the Payment table. This field is used to derive the reimbursement category (e.g., Foster Care, Group Care) of a payment or an overpayment; User selected drop down field; Enabled only after a value is selected from the service category drop down box; Values are filtered based on the value selected in the Service Category drop down box; Required; No default value.

Box: Service Information

Fields: **Placement:** The placement associated with the payment/overpayment identified by the service type (SERVICE_TYPE.tx_srvc for the EPISODE.cd_srvc) and the placement's begin date. When enabled, this drop down lists all paid placements for the selected participant and the selected provider.

When the Calculate button is pressed, the selected placement is used to populate the Basic, Admin, Exceptional, and Supplemental amount fields. Because these amounts have a value in them, the Total Amount field is populated with the sum of the four fields on save processing.

Prior to approval, a new placement can be selected for the payment. This, however, deletes the values in the four amount fields. Selecting another participant or provider also deletes the values in the four amount fields as well as the data in the Placement field. The placement field is frozen after payment approval.

The Placement field is disabled at all times for recurring RCC and Group Home payments (PAYMENT.cd_pmnt_type = C). For all other payment types, it is only enabled if a provider and a participant have been selected and if there are existing paid placements for the selected provider and participant in eWiSACWIS.

The Placement field is required for Clothing payments. A clothing payment is one with SERVICE_TYPE.cd_sw_rpt_grp in (456, 457, 458, 459, 466, 467, 468, 469, 476, 477, 478, 479, 486, 487, 488, 489, 495, 496, 497, 498) where PAYMENT.cd_srvc=SERVICE_TYPE.cd_srvc.

Service Category: The category of the service being requested; in View or Update mode, when the worker comes from either the Case or Provider expandos on the Desktop, the information is retrieved from the Payment table. Values are filtered based on the County of the

	payment; User selected drop down field; Required; No default value.
Service Type:	The type of service being requested, in View or Update mode, when the worker comes from either the Case or Provider expandos on the Desktop, the information is retrieved from the Payment table. Values are filtered based on the value selected in the Service Category drop down box; User selected drop down field; Required; No default value.
Start Date:	The beginning date of the service; User entered date field; Required; No default value.
End Date:	The ending date of the service; User entered date field; Required; This field is disabled and it defaults to Start date if the flag indicating multiple days of service on the SERVICE_TYPE table is equal to "No" (i.e. FL_MULTI_DAY = 'N').
Units:	Used for services where the payment amount is determined by service-specific rates and units. If the SERVICE_TYPE table flag CD_UNIT_RATE_TYPE = 'NONE' (CD_UNIT_RATE_TYPE = '0') then the field is disabled; User entered number field; Required; No default value.
Purchase Request ID:	Unique identifier of the purchase request being paid; this field is disabled for Milwaukee County; User entered number field; Not required; No default value.
Total Amount:	The total amount of the payment; in View or Update mode, when the worker comes from either the Case or Provider expandos on the Desktop, the information is retrieved from the Payment table; User entered amount field; Required; No default value.
Admin:	The administrative amount associated with the ongoing service; maps to PAYMENT.am_admin. This field is automatically populated with an amount when a worker clicks the Calculate button. Workers can replace the automatically populated amount with a new amount. The Calculate button pulls the Admin amount from the Administrative Fee field (EPISODE.am_admin) for the Placement/Service identified in the Placement field. If needed, it prorates the Admin amount based on the number of days between the Payment's Start and End Dates; User entered amount field; Not required; No default value.
Basic:	The basic amount associated with the ongoing service; maps to PAYMENT.am_basic. This field is automatically populated with an amount when a worker clicks the Calculate button. Workers can replace the automatically populated amount with a new amount. The Calculate button can pull the Basic amount from the several different sources and is discussed in detail in the Background

Processing section; User entered amount field; Not required; No default value.

Exceptional: The exceptional amount associated with the ongoing service; maps to PAYMENT.am_excpt. This field is automatically populated with an amount when a worker clicks the Calculate button. Workers can replace the automatically populated amount with a new amount. The Calculate button pulls the Exceptional amount from the Exceptional amount field (EPISODE.am_excpt) for the Placement/Service identified in the Placement field. If needed, it prorates the Exceptional amount based on the number of days between the Payment's Start and End Dates; User entered amount field; Not required; No default value.

Supplemental: The Supplemental amount associated with the ongoing service; maps to PAYMENT.am_suppl. This field is automatically populated with an amount when a worker clicks the Calculate button. Workers can replace the automatically populated amount with a new amount. The Calculate button pulls the Supplemental amount from the Supplemental amount field (EPISODE.am_supplmnt) for the Placement/Service identified in the Placement field. If needed, it prorates the Supplemental amount based on the number of days between the Payment's Start and End Dates; User entered amount field; Not required; No default value.

Overpayment Source Number: The cross-reference number (usually the check number) for the overpayment recorded; enabled if an amount field carries a (-) value; disabled if an amount field carries a (+) value; User entered text field; Required; No default value.

Description: Text field for adding payment request notes or comments; User entered text field; Not required; No default value.

Box: Overpayment Status (in Overpayment Status expando)

Overpayment Repaid: Indicator if the overpayment is fully repaid by the provider; System derived check box; Not user editable; Defaults to not checked.

Cancel: Selecting this option designates that the overpayment should be cancelled. Selecting this option updates the payment's status to 'Cancelled' (PAYMENT.cd_pmt_stat = 'C') and updates the date overpayment processed to the current date (PAYMENT.dt_ovp_prcs = current date); Disabled if PAYMENT.fl_repaid = 'Y'; User selected radio button; Not Required; Overpayment Status group box default value is "Outstanding".

Write Off: Selecting this option designates that the overpayment should be written off. Selecting this option updates the payment's write-off flag to 'Yes' (PAYMENT.fl_write_off = 'Y') and updates the date overpayment processed to the current date

		(PAYMENT.dt_ovp_prcs = current date); Disabled if PAYMENT.fl_repaid = 'Y'; User selected radio button; Not Required; Overpayment Status group box default value is "Outstanding".
Send to Collections:		Selecting this option designates that the overpayment should be reported to the State Collections system. Selecting this option updates the payment's recoupment option to Collections (PAYMENT.cd_recoup = 'C') and updates the date overpayment processed to the current date (PAYMENT.dt_ovp_prcs = current date); Disabled if PAYMENT.fl_repaid = 'Y'; User selected radio button; Not Required; Overpayment Status group box default value is "Outstanding".
Outstanding:		Selecting this option designates that the overpayment is still outstanding (i.e., trying to be recouped). Selecting this option updates the payment's recoupment status to 'Outstanding' (PAYMENT.cd_recoup = 'O') and deletes any value in the date overpayment processed (PAYMENT.dt_ovp_prcs = null); Disabled if PAYMENT.fl_repaid = 'Y'; User selected radio button; Not required; Default value for new overpayments.
Box:	Repayment Method (in Overpayment Status expando)	
Fields:	Reduce By Total Overpayment Amount:	Selecting this option (PAYMENT.cd_ovp_mthd = T) designates that this overpayment's total overpayment amount (less any existing adjustments) should be removed from the provider's next check from this county. When a worker selects this option, the absolute value of the Payment Request's Total Amount (PAYMENT.am_rqst) will be copied into the Monthly Amount field (PAYMENT.am_reduce); Enabled if the payment's recoupment status is 'Outstanding' (PAYMENT.cd_recoup = 'O'), the Payee/County repayment method is 'Reduce by Individual Payments' (PROV_REPMNT_MTHD.cd_ovp_mthd = 'I' where PROV_REPMNT_MTHD.id_prvd_org = PAYMENT.id_payee AND PROV_REPMNT_MTHD.cd_cnty = PAYMENT.cd_cnty_new), and the overpayment has not been repaid (PAYMENT.fl_repaid = 'Y'); User selected radio button; Not required; Repayment Method group box default value is "Reduce Future Payments by...".
	Reduce Future Payments by ...:	Workers use this option (cd_ovp_mthd = R) to designate a specific dollar amount to be deducted on a monthly basis from payments made to the provider from this county. The dollar amount is entered in the monthly amount field. Enabled if the payment's recoupment status is 'Outstanding' (PAYMENT.cd_recoup = 'O'), the Payee/County repayment method is 'Reduce by Individual Payments' (PROV_REPMNT_MTHD.cd_ovp_mthd = 'I' where PROV_REPMNT_MTHD.id_prvd_org = PAYMENT.id_payee AND

		PROV_REPMNT_MTHD.cd_cnty = PAYMENT.cd_cnty_new), and the overpayment has not been repaid (PAYMENT.fl_repaid = 'Y'); User selected radio button; Not required; Default value for Repayment Method.
	Monthly Amount:	This field if enabled only when the 'Reduce Future Payments by ...' repayment method is selected. Workers use this field to designate the dollar amount to be deducted on a monthly basis from payments made to the provider. The monthly amount (am_reduce) cannot be greater than the absolute value of the payment requests total amount (am_rqst); User entered amount field; Required; No default value.
Links:	Search	Located in the Provider Information group box. Accesses the Provider Search page.
	Search	Located in the Case Participant Information group box. Accesses the Person Search page.
Options:	Approval	Navigates user to the Approval History page.
	Invoice Request	Navigates user the Invoice Request text template. Only enabled when a negative amount is entered into an amount field on the Payment Request page.
Buttons:	Save	Standard Save Processing
	Close	Standard Close Processing
	Calculate	Button to calculate the Basic, Admin, Exceptional, Supplemental, and Total amount fields based on the selected placement. The button is disabled until the worker has updated the following fields: Placement, Service Category, Service Type, Start Date, and End Date. This button is disabled for recurring RCC and Group Home payments (PAYMENT.cd_pmnt_type= C). It is also disabled for approved payments/overpayments.

1.2.1.3. Background Processing

1. Upon creation of the Payment Request page, the Request Date pre-fills with the current system date and the Creator is filled in with the name of the worker based upon the worker's log-in information. The County field is based on the County of the worker requesting the payment.
2. The worker enters all fields that are editable.
 - If the Payment Request page is accessed by Create > Financial Work, information regarding the Provider and Person are retrieved from searches.
 - If the Payment Request page is accessed by Create > Case Work, information regarding the Case Participant is passed from the Create Case Work page. To

retrieve Provider information, the worker invokes the Provider Organization Search via the Search hyperlink in the Provider Information group box.

- If the Payment Request page is accessed by Create > Provider Work, information regarding the Provider is passed from the Create Provider Work page. To retrieve Person information, the worker invokes the Person search via the Search hyperlink in the Case Participant Information group box.
3. If a value is entered into the Total Amount field and then the user enters an amount value in either the Basic, Admin, Exceptional, or Supplemental fields, the user will receive a notification message “The Total Amount field will now be set to zero. Upon save, the Total Amount field will be updated with the sum of the Basic, Exceptional, Supplemental, and Administrative amount fields.”
 4. If a value is entered into either the Basic, Admin, Exceptional, or Supplemental fields and the user enters a value in the Total Amount field, the user will receive a notification message “The Basic, Admin, Supplemental, and Exceptional amounts will now be set to \$0.00.”
 5. The Placement field is disabled until a participant and a provider are selected via the Search hyperlinks. The Placement field remains disabled if no paid placements exist for the provider and the participant. If a new participant or provider is selected, the selected placement will be deselected. The Placement field and Calculate button are disabled after payment approval. The Calculate button is disabled until the worker enters a value in the following fields: Placement, Service Category, Service Type, Start Date, and End Date.
 6. The Calculate button retrieves information as follows:

Basic:

Select SERVICE_TYPE.fl_prvd_rate & SERVICE_TYPE.fl_chld_rate &
SERVICE_TYPE.fl_full_month WHERE EPISODE.cd_srvc = SERVICE_TYPE.cd_srvc
AND EPISODE.id_epsd = PAYMENT.id_epsd

- If fl_chld_rate = Y and EPISODE.am_rate > 0, then
 - If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = ‘Y’ then

PAYMENT.am_basic = EPISODE.am_rate

Otherwise

PAYMENT.am_basic = [(End Date - Start Date)+ (1 day)]*
EPISODE.am_rate/30.416

- If fl_chld_rate = Y and EPISODE.am_rate is null, then display “No Child Specific Rate is available for the specified placement” edit message
- If fl_chld_rate = N, continue ...
- If fl_prvd_rate = Y
 - Select AM_RATE from PRVD_SRVC_RATE where

PRVD_SRVC_RATE.dt_efct_strt <= PAYMENT.dt_pmnt_begin and
PRVD_SRVC_RATE.id_prvd_org = PAYMENT.id_prvd_org and
PRVD_SRVC_RATE.cd_srvc = EPISODE.cd_srvc and PRVD_SRVC_RATE.ts_cr is
the max(ts_cr)

- If no rate is selected, then display “*No basic rate is available for the specified payment dates*” edit message.

- If the rate is a Daily rate,
 - If SERVICE_TYPE.fl_full_month = ‘Y’ then
 - **PAYMENT.am_basic** = PRVD_SRVC_RATE.am_rate * # of days in the month

Otherwise

- **PAYMENT.am_basic** = [(End Date – Start Date) + (1 day)] *
PRVD_SRVC_RATE.am_rate
- If the rate is a Monthly rate,
 - If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = ‘Y’ then
 - **PAYMENT.am_basic** = PRVD_SRVC_RATE.am_rate

Otherwise

- **PAYMENT.am_basic** = [(End Date – Start Date) + (1 day)] *
PRVD_SRVC_RATE.am_rate/30.416 days
- If fl_prvd_rate = N
 - Select AM_RATE from SERVICE_RATE where
SERVICE_RATE.dt_efct_strt <= PAYMENT.dt_pmnt_begin and
SERVICE_RATE.cd_srvc = EPISODE.cd_srvc and SERVICE_RATE..ts_cr is the
max(ts_cr)
 - If no rate is selected, then display “*No basic rate is available for the specified payment dates*” edit message.

- If the Rate is a Daily rate,
 - If SERVICE_TYPE.fl_full_month = ‘Y’ then
 - **PAYMENT.am_basic** = SERVICE_RATE.am_rate * # of days in the month

Otherwise

- **PAYMENT.am_basic** = [(End Date – Start Date) + (1 day)]
*SERVICE_RATE.am_rate
- If rate is a Monthly rate,
 - If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month =

‘Y’ then

- **PAYMENT.am_basic** = SERVICE_RATE.am_rate

Otherwise

- **PAYMENT.am_basic** = $[(\text{End Date} - \text{Start Date}) + (1 \text{ day})] * \text{SERVICE_RATE.am_rate} / 30.416 \text{ days}$

Select am_admin, am_excpt, am_supplmnt from EPISODE WHERE EPISODE.id_epsd = PAYMENT.id_epsd

Admin:

If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = ‘Y’ then

- **PAYMENT.am_admin** = EPISODE.am_admin

Otherwise

- **PAYMENT.am_admin** = $[(\text{End Date} - \text{Start Date}) + (1 \text{ day})] * (\text{EPISODE.am_admin} / 30.416)$

Exceptional:

If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = ‘Y’ then

- **PAYMENT.am_excpt** = EPISODE.am_excpt

Otherwise

- **PAYMENT.am_excpt** = $[(\text{End Date} - \text{Start Date}) + (1 \text{ day})] * (\text{EPISODE.am_excpt} / 30.416)$

Supplemental:

If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = ‘Y’ then

- **PAYMENT.am_suppl** = EPISODE.am_supplmnt

Otherwise

- **PAYMENT.am_suppl** = $[(\text{End Date} - \text{Start Date}) + (1 \text{ day})] * (\text{EPISODE.am_supplmnt} / 30.416)$

7. When selecting a service type, the user will be presented with the list of services, set by each County, that have been previously defined as eligible for one time payment requests via the *PM01: Maintain Services* page on the SERVICE_TYPE table (i.e., FL_RECR_ELIG = ‘N’ and FL_PMNT_ALLWD = ‘Y’). The service category drop down box must first be selected by the user before selecting the associated service type. After the user has selected the service category, a valid list of service types will be presented to the user for the service category that was selected. Only Service Categories for the County

requesting payment are available for selection.

8. After the user has selected the service category, the Placement Status drop down is enabled and a valid list of placement statuses will be presented to the user. The list is filtered based on the reimbursement category associated with the service category (CODE_DESC.tx_desc_typ)
9. After the service type has been selected, the Payment Request page will enable and disable certain fields based on the attributes of the service type that are predefined in the *PM01: Maintain Services* page. These attributes are stored on the SERVICE_TYPE table. If the service type has been previously defined to be a service type that does not span multiple days, the End Date field will be disabled and the End Date will default to the Start End date.
10. For episode driven payments (PAYMENT.cd_pmnt_type= 'C'), the Start Date and End Date are enabled in modify mode and disabled in view-only mode.
11. For episode driven payments (PAYMENT.cd_pmnt_type= 'C'), the user is able to change the start and end dates, which were inserted by the Calculate Episode-Driven Payments batch program, as long as the dates remain in the same month for which the payment was created (Payment.dt_begin). The related message is 'The start date and end date must be for the same month and year for which the payment was created'. For example, if the payment start and end dates are 1/1/2000 and 1/31/2000, and the user changes the dates to 2/1/2000 and 2/28/2000, they will receive the above mentioned error message when they try to save their changes.
12. Also, for episode-driven payments (PAYMENT.cd_pmnt_type= 'C'), the payment period (Payment.dt_end-Payment.dt_begin+1) should be equal to the number of days (units) entered on the Payment Request page. The related message is 'The number of units must be equal to the difference between the payment start and end dates plus one'. For example, if the user enters 1/1/2000 in the Start Date field, 1/15/2000 in the End Date field, and 10 in the Units field, they will receive the above mentioned error message when they try to save their changes.
13. If a service type is associated with an age range on the Maintain Service Rate and Type page (SERVICE_TYPE.cd_age_rng = 2,3,4 or 5), the system will calculate the age of the child selected on the Payment Request to determine whether the service type is age-appropriate. The related system message is, 'Please verify that the selected service type is appropriate for the age of the child'. For example, if the age range associated with the service type is '0-4' and the payment request is made on behalf of an 8-year-old child, the system will display the above message as soon as the worker selects the inappropriate service type from the Service Type dropdown. Also, the same message is displayed if the user tries to save the payment request with the inappropriate service type selected.

Similarly, if there is no age documented for the child selected on the Payment Request page, the user receives an edit message that says 'The child's age must be documented before using this service type. Please enter this information on the Person Management page'.

For one-time service types which are not associated with an age range (SERVICE_TYPE.cd_age_rng = 1), the Payment Request page does not enforce that a child's age is entered into the system before a payment is allowed.

14. If the service type has been previously defined to have the amount of the payment request automatically calculated (i.e., SERVICE_TYPE.fl_auto_calc = "Y" and cd_unit_rate_type <> 'NONE'), the Total Amount field will be disabled. If the service type selected by the user is defined in the SERVICE_TYPE table with cd_unit_rate_type <> 'NONE' (i.e., cd_unit_rate_type <> '0'), then the amount field will be calculated by multiplying the number of units entered on the Units field on the Payment Request page with the unit rate information stored in the database. The system will decide which rate to use in the amount calculation by reading the rate definition for each service type from the SERVICE_TYPE table by checking fl_prvd_rate flag. A service type may be defined to have either a provider specific rate or a service specific rate. If the fl_prvd_rate = "Y", then the page uses the provider specific rate. If a value is added to the Basic, Admin, Exceptional, and/or Supplemental fields, a notification message is thrown stating "The Total Amount field will now be set to zero. Upon save, the Total Amount field will be updated with the sum of the Basic, Exceptional, Supplemental, and Administrative amount fields." After selecting the Close button on the notification page, the Total Amount value will set to zero.
15. If the service type has been previously defined to have the amount of the payment request automatically calculated, the Total Amount field will be disabled (i.e., SERVICE_TYPE.fl_auto_calc = "Y" and cd_unit_rate_type <> 'NONE'). If the service type selected by the user is defined in the SERVICE_TYPE table with fl_multi_day = 'Y' (i.e., service spans multiple days), then the amount field will be calculated by multiplying number of days between the End Date field and the Start Date field by either the service rate or the provider rate. The system will decide which rate to use in the amount calculation by reading the rate definition for each service type from the SERVICE_TYPE table by checking fl_prvd_rate flag. A service type may be defined to have either a provider specific rate or a service specific rate. If the fl_prvd_rate = "Y", then the page uses the provider specific rate. If a value is added to the Basic, Admin, Exceptional, and/or Supplemental fields, a notification message is thrown stating "The Total Amount field will now be set to zero. Upon save, the Total Amount field will be updated with the sum of the Basic, Exceptional, Supplemental, and Administrative amount fields." After selecting the Close button on the notification page, the Total Amount value will set to zero.
16. In the event that the service type selected has cd_unit_rate_type <> "None" AND fl_multi_day = "Y" AND fl_auto_cal = "Y", then the units entered will be multiplied with the service rate (or provider service rate) to derive the Amount field (i.e., units have precedence over days in auto calculations).
17. For a service type that is selected on the Payment Request page where SERVICE_TYPE.fl_prvd_rate = 'N' AND SERVICE_TYPE.fl_auto_calc = 'Y' and there is no service rate available for the service type, the user will receive a notification message on change of the Service Type field on the Payment Request page that states "Could not find rate code for Service Type xxxxx.."
18. For a service type that is selected on the Payment Request page where

SERVICE_TYPE.fl_prvd_rate = 'Y' AND SERVICE_TYPE.fl_auto_calc = 'Y' and there is no provider service rate available for the service type, the user will receive a notification message on change of the Service Type field on the Payment Request page that states "Could not find rate code for Service Type xxxxx. And Provider xxxxx. For a service type that is selected on the Payment Request page where SERVICE_TYPE.fl_prvd_rate = 'N' AND SERVICE_TYPE.fl_auto_calc = 'Y' and SERVICE_TYPE.cd_unit_rate= '0', after the service type is selected and the start and end dates are filled out, the latest created service rate with an effective date which is less than or equal to the payment begin date is retrieved, the Amount field is set to:

- a) (End Date- Start Date+1) * Daily Rate OR
- b) Monthly Rate / 30.416 * (End Date- Start Date+1)

Also, the Amount field remains enabled allowing the user to change the amount, if needed.

19. For a Payment Request that is made to a provider with no specific case or case participant involved, the service type definition (see *PM01: Maintain Services*) sets a flag indicating that a case is not required (i.e. FL_RQD = 'N') and therefore no Case or Case Participant information is required. The Search hyperlink in the Case Participant Information group box will not display as a required hyperlink (i.e., there will not be blue shading on the Search hyperlink).
20. If the Total Amount, Basic, Admin, Exceptional, or Supplemental fields have a (-) value to designate an overpayment to a provider, then the Overpayment Source Number field is enabled and required. The Overpayment Source number field is disabled at other times.
21. If the Total Amount, Basic, Admin, Exceptional, or Supplemental fields have a (-) value to designate an overpayment to a provider, then the Overpayment Status expando is enabled and remains enabled after the payment request is approved. Additionally, the Invoice Request value is enabled in the Options drop down box. On change from an amount field, the user receives a notification message stating "The Invoice Request option and Overpayment Status expando have been enabled." The Overpayment Status expando and Invoice Request template are disabled at other times.
22. The Overpayment Status expando is enabled even after an overpayment has been cancelled.
23. The Wraparound button is visible only if the worker has an open assignment for the provider on the Payment Request page and if the service category is either 'Mental Health Milwaukee Wraparound' or 'MH Milwaukee Wraparound- In Home'. Clicking on the button changes the Provider and Provider ID in the Provider Information group box to 'WrapAround Provider' and '22547', respectively.
24. Workers will be able to view or edit the Overpayment Status expando based on their security level.
25. If the worker's county does not match the payment's county, the following message is displayed in the expando when the expando is selected: "This Provider Overpayment is not from your County."
26. Workers with the following flag set user_group.fl_county = 'Y', can view Overpayment

Statuses for ALL Counties.

27. Outstanding is the default status for new overpayments. A status of Outstanding indicates that Wisconsin is still attempting to recoup the overpayment from the provider.
28. If the overpayment has been repaid (PAYMENT.fl_repaid = Y), the fields in this expando will be view only.
29. If a Worker selects a Payment Status of Cancel, Write Off, or Send to Collections, PAYMENT.cd_ovp_mthd = 'R' and PAYMENT.am_reduce = \$0.00.
30. If PAYMENT.cd_ovp_mthd = 'T', disable PAYMENT.am_reduce field.

1.2.1.4. Save Processing

1. When the worker clicks on the Save button, the information collected on the Payment Request page is inserted into the PAYMENT table. However, no payments can be made on this request until it has gone through the Approvals process (i.e., No checks will be issued for payments which have not gone through the appropriate level of approvals). Once a Payment Request goes through the final approval process, it becomes frozen and no information can be changed on this Payment Request.
2. After pressing the Save button for a newly created payment request, the Payment ID field in the Payment Request Identification group box completes with a unique payment number.
3. Calculate Total Amount field by adding Supplemental, Administrative, Exceptional, and Basic amounts at save processing. When the Save button is pressed, values entered into the Basic, Admin, Exceptional, and Supplemental fields are added together and displayed on the Total Amount field.
4. In the Service Information group box, if the user enters a Start Date and End Date that are not in the same month and/or year, then the following message appears during save processing: 'The begin date and end date must be for the same month and year.'
5. For foster home and treatment foster home placement one-time payments (SERVICE_TYPE.cd_sw_rpt_grp in (452,453,462,463)), the user is required to enter a value (other than zero) in at least one of the following fields: Basic, Admin, Exceptional, or Supplemental fields. Upon save, they will receive a message saying "Please verify that an amount is entered in the Basic, Admin, Exceptional, or Supplemental fields."
6. A Payment Request will not be considered as finally approved, until it is approved by a user who has WORKER.job_cls >= SERVICE_TYPE.cd_job_cls_pmnt for the service type selected.

Spending limits are enforced when the worker initiates the Approval process on the Payment Request page. These are participant-based limits or provider-based limits (stored in SERVICE_TYPE.cd_spnd_lmt_ent) and are edited by the service type as defined in the SERVICE_TYPE table. eWiSACWIS inspects all approved payment requests within the spending period (stored in SERVICE_TYPE.cd_spnd_lmt) and enforces the spending limit for that service. The spending limit period is defined as a rolling time period from a point

in time. For example, a weekly spending limit would examine payment rows (using PAYMENT.dt_rqst) for the specified service within the prior seven day period.

If the amount exceeds the spending limit, the worker must get the appropriate approval from a supervisor with the appropriate level of approval. The worker is reminded that the “The current request exceeds the spending limit. Would you like to approve this request?” through a pop-up message box which appears when the user is approving a request that exceeds the spending limit. The minimum necessary level of approval is stored in SERVICE_TYPE.cd_job_cls_vchr2. If the worker clicks on “Yes” on the message box, then the worker’s approval level (i.e., WORKER.cd_job_cls) is compared with SERVICE_TYPE.cd_job_cls_vchr2. If SERVICE_TYPE.cd_job_cls_vchr2 > WORKER.cd_job_cls, then the request needs a higher level of approval and will be sent to the worker’s supervisor. If SERVICE_TYPE.cd_job_cls_vchr2 <= WORKER.cd_job_cls, then the worker’s approval level is sufficient to finally approve this request.

7. The fiscal year (PAYMENT.dt_fscl_yr) for the payment is the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides. A new fiscal year begins on July 1st of each year (i.e., June 30, 1999 would be fiscal year 1999, whereas July 1, 1999 would be fiscal year 2000).
8. The Account Number Determination stored procedure is triggered. (Please refer to Section 1.2.1.6).
9. Upon final approval of the Payment Request, if the PAYMENT.am_rqst < 0, Payment.am_nontrust is set to zero, otherwise Payment.am_nontrust is set to Payment.am_rqst. This field is used by the reimbursement batch programs. Refer to *FM04a: Reimbursement* topic paper for further details.
10. Upon final approval of the Payment Request, PAYMENT.fl_ffp_calc is set to ‘Y’ and PAYMENT.fl_ive_calc is set to ‘Y’. The two fields are used by the reimbursement batch programs. Refer to *FM04a: Reimbursement* topic paper for further details.
11. Upon final approval of the Payment Request, PAYMENT.cd_ffp is set to ‘7’ if SERVICE_TYPE.cd_sw_rpt_grp = ‘999’ otherwise it is set to ‘1’. A statewide reporting group of ‘999’ is used to identify pre-WiSACWIS cost of care payment requests. These payments should be processed first by the Trust Draw Down batch program and a PAYMENT.cd_ffp of ‘7’ would ensure that. Refer to *FM04a: Reimbursement* topic paper for further details.
12. Upon final approval of the Payment Request, if the PAYMENT.am_rqst has a (-) amount (PAYMENT.am_rqst < 0), then PAYMENT.cd_recoup is set to “O” (i.e., Outstanding).
13. In the Service Information group box, if the user enters a combination of positive and negative numbers in the amount fields, then upon saving, the following message appears "The Payment Request page does not allow both negative and positive amounts in one request."
14. Upon save processing, if PAYMENT.am_rqst < 0 and SERVICE_TYPE.fl_neg_allwd = ‘N’, the user receives an error message “This Service Type does not allow for negative payments. Please correct the amount.”

15. If the selected service type is associated with a spending limit type of 'Child Based' and a spending limit period of '120 days- no placement' on the Maintain Service Rate and Type page, the system determines whether the spending limit was exceeded or not using the following logic:
- If the child has more than one valid placement, find the latest 120 consecutive day period for which the child was not in placement. The child's (regardless of the case) non-canceled clothing payments, which were created on or after (PAYMENT.ts_cr) the end date of the 120-day period, are summed up (PAYMENT.am_rqst). Payments that have a final approval status of 'Not Approved' will not be included in the sum
 - The 120 consecutive day period spans from the end date of one placement to one day prior to the begin day of the following placement. Only approved OOH placements which have not been ended with a reason of 'made in error' should be considered.
 - If the child a) has only one valid OOH placement, b) has no valid placements, or c) has more than one valid placement, and there is no 120 consecutive day period for which the child was not in placement, all of the child's (regardless of the case) non-canceled clothing payments are summed up (PAYMENT.am_rqst). Payments that have a final approval status of 'Not Approved' will not be included in the sum

A valid OOH placement is one that is approved and not ended with a reason of placement made in error.

A clothing payment is one with SERVICE_TYPE.cd_sw_rpt_grp in (456, 457, 458, 459, 466, 467, 468, 469, 476, 477, 478, 479, 486, 487, 488, 489, 495, 496, 497, 498) where Payment.cd_srvc=Service_Type.cd_srvc.

The job class listed under the 'Approval Level for Override' dropdown on the Maintain Service Rate and Type page does not affect the edits above, i.e. no worker, regardless of their job class, will be able to override the edits mentioned above.

16. Selecting a placement in the Placement field stores the ID of the placement (EPISODE.id_epsd) in the Payment table on save processing whether or not the user uses the Calculate button.
17. If PAYMENT.am_rqst > \$9,999,999.00, on save processing, the user will receive an error message "The total amount you have entered is too large. Please enter a value less than \$9,999,999.00."
18. If the account number for the service type selected on the Payment Request page has expired and the start and end dates for the payment request are before the account number expiration date, the user will receive an error message on save processing "The most recent Account Number record has expired. You cannot complete this payment."
19. If the account number for the service type selected on the Payment Request page has expired and the start and end dates for the payment request are after the account number expiration date, the user will receive an error message "Either an Account Number or IVE FFP record can not be determined for the Payment dates and Service Type entered."
20. Upon save processing, if the Invoice Date is greater than current system date, the user will

receive an error message stating “Invoice date must be greater than or equal to today.”

21. Upon save processing, if the payment start date is greater than the end date, the user will receive an error message stating “The begin date must be less than or equal to the end date.”
22. Upon save processing, if the payment start and/or end dates are greater than the current system date, the user will receive an error message stating “The begin date and end date must be less than or equal to today’s date.”
23. Upon save processing, if the SERVICE_TYPE.cd_job_cls_pmnt for the selected service type on the payment request does not have a corresponding job class in the JOB_CLASS table, the user will receive an error message stating “Job Class xxxx information for voucher/payment does not exist.”
24. Upon save processing for an overpayment request, if the Monthly Amount value is greater than the total overpayment amount, the user receives an error message “Monthly Amount cannot be greater than Total Amount.”

1.2.1.5. CRUD Matrix

Table Name	CRUD
PAYMENT	CRU
PERSON	R
PRVD_SRVC_RATE	R
PROVIDER_ORG	R
CASE	R
ASSIGNMENT	R
EPISODE	R
SERVICE_TYPE	R
SERVICE_RATE	R
ACCOUNT_NUMBER	R
PRVD_ELIG_COST	R
IVE_FFP	R
ELIGIBILITY	R
ADOPTION_ELIG	R
ELIG_REDET	R
ADOPTION_ELIG_REDET	R
PROV_REPMNT_MTHD	R

1.2.1.6. Account Number Determination Stored Procedure

The Account Number Determination stored procedure is a function shared by all processes in eWiSACWIS that create or update payment records. The functionality described under item #8 below is applied only when the payment is created (and not every time the payment is updated). The purpose if this stored procedure is to:

The Account Number Determination stored procedure is a function shared by all processes in WiSACWIS that create or update payment records. The functionality related to the determination of the payee is applied only when the payment is created (and not every time the payment is updated). The purpose if this stored procedure is to:

- Determine the payee for each payment as follows:
 1. For payments/overpayments created by WiSACWIS Calculate Ongoing Amounts batch program or by the Payment Request window with the placement identified (PAYMENT.cd_pmnt_type <> 'C' and PAYMENT.id_epsd is not Null):
 - The payee is the parent agency (PAYMENT.id_payee = PAYMENT.id_bsns) if all of the following conditions are met: 1) the provider of service is associated with a parent agency (PAYMENT.id_prvd_org <> PAYMENT.id_bsn), 2) the user had indicated that the associated Out of Home Placement/ In Home Service does NOT override the parent agency rule (EPISODE.fl_override_prnt = 'N'), and 3) either the payment is an administrative payment (PAYMENT.am_admin = PAYMENT.am_rqst) or it's not an administrative payment but the parent agency is a non-for-profit parent agency (PROVIDER_ORG.fl_ffp = 'Y' and PAYMENT.am_admin <> PAYMENT.am_rqst).
 - Otherwise, the payee is the provider of service (PAYMENT.id_payee = PAYMENT.id_prvd_org).
 2. For payments created by WiSACWIS Create Episode Driven Payments batch program (PAYMENT.cd_pmnt_type = 'C' and PAYMENT.id_epsd is not Null):
 - The payee is the parent agency (PAYMENT.id_payee = PAYMENT.id_bsns) if all of the following conditions are met: 1) the provider of service is associated with a parent agency (PAYMENT.id_prvd_org <> PAYMENT.id_bsn), 2) the user had indicated that the associated Out of Home Placement/ In Home Service does NOT override the parent agency rule (EPISODE.fl_override_prnt = 'N'), and 3) the parent agency is a non-for-profit parent agency (PROVIDER_ORG.fl_ffp = 'Y').
 - Otherwise, the payee is the provider of service (PAYMENT.id_payee = PAYMENT.id_prvd_org).
 3. For payments/overpayments entered using the Payment Request window without a placement selected from the Placement dropdown (PAYMENT.id_epsd is Null):
 - If the child has NO placement record that covers the payment period with the provider, then the payee is the provider entered on the Payment Request window (PAYMENT.id_payee = PAYMENT.id_prvd_org).
 - Otherwise, the payee rules are identical to the ones listed under #1 above. The placement record that covers the payment period is used in the determination logic.

- Assign the accurate account number for each payment which will allow the interfacing between eWiSACWIS and the State financial systems.

The Account Number Determination stored procedure is triggered by save processing on the Payment Request page, and by both of the batch program described in *Section 1.4* of this design paper.

1. Read PAYMENT.cd_srvc and get reporting category for this service by reading SERVICE_TYPE.rptg_cat. Use SERVICE_TYPE.rptg_cat to access the effective Account Numbers for this category from the ACCOUNT_NUMBER table. Retrieve the ACCOUNT_NUMBER row WHERE ACCOUNT_NUMBER.rptg_cat = SERVICE_TYPE.rptg_cat AND ACCOUNT_NUMBER.dt_bgn (most recent) AND ACCOUNT_NUMBER.dt_expire is NULL.
2. If there is no split in the Account Number row selected (i.e., ACCOUNT_NUMBER.fl_split = "N"), then Update the PAYMENT record with the appropriate account number.
 - Set PAYMENT.cd_st_appr = ACCOUNT_NUMBER.cd_st_appr
 - Set PAYMENT.tx_st_acct_no = ACCOUNT_NUMBER.tx_st_acct_no
 - Set PAYMENT.cd_st_prjct = ACCOUNT_NUMBER.cd_st_prjct
 - Set PAYMENT.cd_st_resp = ACCOUNT_NUMBER.cd_st_resp
 - Set PAYMENT.cd_st_dept = ACCOUNT_NUMBER.cd_st_dept
 - Set PAYMENT.cd_st_fund = ACCOUNT_NUMBER.cd_st_fund
 - Set PAYMENT.cd_st_sublvl = ACCOUNT_NUMBER.cd_st_sublvl
 - Set PAYMENT.cd_st_div = ACCOUNT_NUMBER.cd_st_div
 - Set PAYMENT.am_state = PAYMENT.am_rqst
 - Set PAYMENT.am_fed = 0.
3. If there is a federal/state split in the Account Number row selected (i.e., ACCOUNT_NUMBER.fl_split = "Y"), then verify Child Eligibility status.
4. Access ADOPTION_ELIG_REDET and ADOPTION_ELIG tables and retrieve the records WHERE ADOPTION_ELIGIBILITY.dt_cmplt (or ADOPTION_ELIG_REDET.dt_cmplt) is NOT NULL AND PAYMENT.id_case = ADOPTION_ELIGIBILITY.id_case (or ADOPTION_ELIG_REDET.id_case) AND PAYMENT.id_prsn = ADOPTION_ELIGIBILITY.id_prsn (or ADOPTION_ELIG_REDET.id_prsn) AND ADOPTION_ELIGIBILITY.dt_eff_elig (or ADOPTION_ELIG_REDET.dt_eff_elig) <= PAYMENT.dt_pmnt_begin AND ADOPTION_ELIGIBILITY (or ADOPTION_ELIG_REDET.dt_cmplt is most recent. If there is a selected ADOPTION_ELIGIBILITY or ADOPTION_ELIG_REDET record , then skip (5) and continue with (6). Else, continue with (5).
5. If there is no ADOPTION_ELIGIBILITY (or ADOPTION_ELIG_REDET) records selected that meet the criteria described above, then access ELIGIBILITY and ELIG_REDET tables and retrieve the records WHERE ELIGIBILITY.dt_cmplt (or ELIG_REDET.dt_cmplt) is

NOT NULL AND PAYMENT.id_case = ELIGIBILITY.id_case (or ELIG_REDET.id_case) AND PAYMENT.id_prsn = ELIGIBILITY.id_prsn (or ELIG_REDET.id_prsn) AND ELIGIBILITY.dt_eff_elig (or ELIG_REDET.dt_eff_elig) <= PAYMENT.dt_pmnt_begin AND ELIGIBILITY.dt_cmplt (or ELIG_REDET.dt_cmplt) is the most recent and the row is not voided. Continue with (6).

6. [If the selected record was ADOPTION_ELIGIBILITY or ADOPTION_ELIG_REDET and ADOPTION_ELIGIBILITY.cd_elig_stat (or ADOPTION_ELIG_REDET.cd_elig_stat) = the code value for “State”] OR [If the selected record was ELIGIBILITY or ELIG_REDET and ELIGIBILITY.cd_stat (or ELIG_REDET.cd_stat) = the code value for “Ineligible” or the code value for “Eligible but Non-reimbursable”] OR [if there is no ADOPTION_ELIGIBILITY, ADOPTION_ELIG_REDET, ELIGIBILITY, or ELIG_REDET selected in steps (4) and (5)] then
 - Set PAYMENT.cd_st_appr = ACCOUNT_NUMBER.cd_st_appr.
 - Set PAYMENT.tx_st_acct_no = ACCOUNT_NUMBER.tx_st_acct_no.
 - Set PAYMENT.cd_st_prjct = ACCOUNT_NUMBER.cd_st_prjct.
 - Set PAYMENT.cd_st_resp = ACCOUNT_NUMBER.cd_st_resp.
 - Set PAYMENT.cd_st_dept = ACCOUNT_NUMBER.cd_st_dept.
 - Set PAYMENT.cd_st_fund = ACCOUNT_NUMBER.cd_st_fund.
 - Set PAYMENT.cd_st_sublvl = ACCOUNT_NUMBER.cd_st_sublvl.
 - Set PAYMENT.cd_st_div = ACCOUNT_NUMBER.cd_st_div.
 - Set PAYMENT.am_state = PAYMENT.am_rqst.
7. [If the selected record was ADOPTION_ELIGIBILITY or ADOPTION_ELIG_REDET and ADOPTION_ELIGIBILITY.cd_elig_stat (or ADOPTION_ELIG_REDET.cd_elig_stat) = the code value for “Federal”] OR [If the selected record was ELIGIBILITY or ELIG_REDET and ELIGIBILITY.cd_stat (or ELIG_REDET.cd_stat) = the code value for “Eligible and Reimbursable”] then
 - If SERVICE_TYPE.cd_ive_12 = “No”, THEN
 - SET PAYMENT.am_fed = 0
 - SET PAYMENT.am_state = PAYMENT.am_rqst
 - Set PAYMENT.cd_st_appr = ACCOUNT_NUMBER.cd_st_appr.
 - Set PAYMENT.tx_st_acct_no = ACCOUNT_NUMBER.tx_st_acct_no.
 - Set PAYMENT.cd_st_prjct = ACCOUNT_NUMBER.cd_st_prjct.
 - Set PAYMENT.cd_st_resp = ACCOUNT_NUMBER.cd_st_resp.
 - Set PAYMENT.cd_st_dept = ACCOUNT_NUMBER.cd_st_dept.
 - Set PAYMENT.cd_st_fund = ACCOUNT_NUMBER.cd_st_fund.

- Set PAYMENT.cd_st_sublvl = ACCOUNT_NUMBER.cd_st_sublvl.
- Set PAYMENT.cd_st_div = ACCOUNT_NUMBER.cd_st_div
- If SERVICE_TYPE.cd_ive_12 <> “No”, THEN
- If PAYMENT.am_admin is NOT NULL (i.e., the payment has an separately recorded administrative component associated with it), THEN
 - PAYMENT.am_fed = (PAYMENT.am_rqst – PAYMENT.am_admin) * (FFP percentage).
 - FFP percentage is calculated as follows; Retrieve the effective Title IV-E FFP percentage for this payment. Read IVE_FFP table and select the most recent row (based on IVE_FFP.ts_cr) WHERE IVE_FFP.dt_eff <= PAYMENT.dt_pmnt_begin. Select IVE_FFP.am_ffp on the selected IVE_FFP row.
 - Set PAYMENT.cd_fed_appr = ACCOUNT_NUMBER.cd_fed_appr.
 - Set PAYMENT.tx_fed_acct_no = ACCOUNT_NUMBER.tx_fed_acct_no.
 - Set PAYMENT.cd_fed_prjct = ACCOUNT_NUMBER.cd_fed_prjct.
 - Set PAYMENT.cd_fed_resp = ACCOUNT_NUMBER.cd_fed_resp.
 - Set PAYMENT.cd_fed_dept = ACCOUNT_NUMBER.cd_fed_dept.
 - Set PAYMENT.cd_fed_fund = ACCOUNT_NUMBER.cd_fed_fund.
 - Set PAYMENT.cd_fed_sublvl = ACCOUNT_NUMBER.cd_fed_sublvl.
 - Set PAYMENT.cd_fed_div = ACCOUNT_NUMBER.cd_fed_div.
- PAYMENT.am_state = (PAYMENT.am_rqst– PAYMENT.am_fed)
 - Set PAYMENT.cd_st_appr = ACCOUNT_NUMBER.cd_st_appr.
 - Set PAYMENT.tx_st_acct_no = ACCOUNT_NUMBER.tx_st_acct_no.
 - Set PAYMENT.cd_st_prjct = ACCOUNT_NUMBER.cd_st_prjct.
 - Set PAYMENT.cd_st_resp = ACCOUNT_NUMBER.cd_st_resp.
 - Set PAYMENT.cd_st_dept = ACCOUNT_NUMBER.cd_st_dept.
 - Set PAYMENT.cd_st_fund = ACCOUNT_NUMBER.cd_st_fund.
 - Set PAYMENT.cd_st_sublvl = ACCOUNT_NUMBER.cd_st_sublvl.
 - Set PAYMENT.cd_st_div = ACCOUNT_NUMBER.cd_st_div
- If PAYMENT.am_admin is NULL (i.e., the payment may have an administrative component bundled in the total payment amount OR does not have an administrative component), THEN

-
- Access the PRVD_ELIG_COST table with id_prvd_org and cd_srvc (as recorded on PAYMENT.id_prvd_org).
 - If there is a row in PRVD_ELIG_COST where PRVD_ELIG_COST.dt_eff <= PAYMENT.dt_pmnt_begin THEN
 - $PAYMENT.am_fed = PAYMENT.am_rqst * (\text{Provider's percentage of eligible cost}) * (\text{FFP percentage})$
 - Provider's percentage of eligible cost is calculated as follows: Read PRVD_ELIG_COST table and select the most recent row (based on PRVD_ELIG_COST.dt_eff) WHERE PRVD_ELIG_COST.dt_eff <= PAYMENT.dt_pmnt_begin. Select PRVD_ELIG_COST.am_maint on the selected PRVD_ELIG_COST row.
 - FFP percentage is calculated as follows: Retrieve the effective Title IV-E FFP percentage for this payment. Read IVE_FFP table and select the most recent row (based on IVE_FFP.dt_eff) WHERE IVE_FFP.dt_eff <= PAYMENT.dt_pmnt_begin. Select IVE_FFP.am_ffp on the selected IVE_FFP row.
 - Set $PAYMENT.cd_fed_appr = ACCOUNT_NUMBER.cd_fed_appr$.
 - Set $PAYMENT.tx_fed_acct_no = ACCOUNT_NUMBER.tx_fed_acct_no$.
 - Set $PAYMENT.cd_fed_prjct = ACCOUNT_NUMBER.cd_fed_prjct$.
 - Set $PAYMENT.cd_fed_resp = ACCOUNT_NUMBER.cd_fed_resp$.
 - Set $PAYMENT.cd_fed_dept = ACCOUNT_NUMBER.cd_fed_dept$.
 - Set $PAYMENT.cd_fed_fund = ACCOUNT_NUMBER.cd_fed_fund$.
 - Set $PAYMENT.cd_fed_sublvl = ACCOUNT_NUMBER.cd_fed_sublvl$.
 - Set $PAYMENT.cd_fed_div = ACCOUNT_NUMBER.cd_fed_div$.
 - $PAYMENT.am_state = PAYMENT.am_rqst - PAYMENT.am_fed$
 - Set $PAYMENT.cd_st_appr = ACCOUNT_NUMBER.cd_st_appr$.
 - Set $PAYMENT.tx_st_acct_no = ACCOUNT_NUMBER.tx_st_acct_no$.
 - Set $PAYMENT.cd_st_prjct = ACCOUNT_NUMBER.cd_st_prjct$.
 - Set $PAYMENT.cd_st_resp = ACCOUNT_NUMBER.cd_st_resp$.
 - Set $PAYMENT.cd_st_dept = ACCOUNT_NUMBER.cd_st_dept$.
 - Set $PAYMENT.cd_st_fund = ACCOUNT_NUMBER.cd_st_fund$.
 - Set $PAYMENT.cd_st_sublvl = ACCOUNT_NUMBER.cd_st_sublvl$.
 - Set $PAYMENT.cd_st_div = ACCOUNT_NUMBER.cd_st_div$.
 - If there is NO row in PRVD_ELIG_COST where PRVD_ELIG_COST.dt_eff <=

PAYMENT.dt_pmnt_begin THEN

- $\text{PAYMENT.am_fed} = \text{PAYMENT.am_rqst} * (\text{FFP percentage})$
 - FFP percentage is calculated as follows; Retrieve the effective Title IV-E FFP percentage for this payment. Read IVE_FFP table and select the most recent row (based on IVE_FFP.dt_eff) WHERE IVE_FFP.dt_eff <= PAYMENT.dt_pmnt_begin. Select IVE_FFP.am_ffp on the selected IVE_FFP row.
 - Set $\text{PAYMENT.cd_fed_appr} = \text{ACCOUNT_NUMBER.cd_fed_appr}$.
 - Set $\text{PAYMENT.tx_fed_acct_no} = \text{ACCOUNT_NUMBER.tx_fed_acct_no}$.
 - Set $\text{PAYMENT.cd_fed_prjct} = \text{ACCOUNT_NUMBER.cd_fed_prjct}$.
 - Set $\text{PAYMENT.cd_fed_resp} = \text{ACCOUNT_NUMBER.cd_fed_resp}$.
 - Set $\text{PAYMENT.cd_fed_dept} = \text{ACCOUNT_NUMBER.cd_fed_dept}$.
 - Set $\text{PAYMENT.cd_fed_fund} = \text{ACCOUNT_NUMBER.cd_fed_fund}$.
 - Set $\text{PAYMENT.cd_fed_sublvl} = \text{ACCOUNT_NUMBER.cd_fed_sublvl}$.
 - Set $\text{PAYMENT.cd_fed_div} = \text{ACCOUNT_NUMBER.cd_fed_div}$.
- $\text{PAYMENT.am_state} = \text{PAYMENT.am_rqst} - \text{PAYMENT.am_fed}$
 - Set $\text{PAYMENT.cd_st_appr} = \text{ACCOUNT_NUMBER.cd_st_appr}$.
 - Set $\text{PAYMENT.tx_st_acct_no} = \text{ACCOUNT_NUMBER.tx_st_acct_no}$.
 - Set $\text{PAYMENT.cd_st_prjct} = \text{ACCOUNT_NUMBER.cd_st_prjct}$.
 - Set $\text{PAYMENT.cd_st_resp} = \text{ACCOUNT_NUMBER.cd_st_resp}$.
 - Set $\text{PAYMENT.cd_st_dept} = \text{ACCOUNT_NUMBER.cd_st_dept}$.
 - Set $\text{PAYMENT.cd_st_fund} = \text{ACCOUNT_NUMBER.cd_st_fund}$.
 - Set $\text{PAYMENT.cd_st_sublvl} = \text{ACCOUNT_NUMBER.cd_st_sublvl}$.
 - Set $\text{PAYMENT.cd_st_div} = \text{ACCOUNT_NUMBER.cd_st_div}$.

8. Read PAYMENT.id_epsd. If it is null (payment entered by the user using the Payment Request page), then $\text{PAYMENT.id_payee} = \text{PAYMENT.id_prvd_org}$ (the payee is the provider of service). If the PAYMENT.id_epsd is not null (the payment record is system-generated), then retrieve the EPISDOE.fl_override_prnt where $\text{EPISODE.id_epsd} = \text{PAYMENT.id_epsd}$ to check whether the episode overrides the parent agency rule. Also, retrieve PROVIDER_ORG.fl_nfp where $\text{PROVIDER_ORG.id_prvd_org} = \text{PAYMENT.id_bsns}$ to determine whether the parent agency is a for-profit or not-for-profit organization. If $(\text{PAYMENT.id_prvd_org} \neq \text{PAYMENT.id_bsns})$ and $(\text{PAYMENT.id_epsd} \text{ is not null})$ and $(\text{EPISODE.fl_override_prnt} = 'N')$ and $((\text{PROVIDER_ORG.fl_ffp} = 'Y')$ and $(\text{PAYMENT.am_admin} \neq \text{PAYMENT.am_rqst}))$ OR $(\text{PAYMENT.am_admin} =$


```
PAYMENT.rqst)) then PAYMENT.id_payee=PAYMENT.id_prvd_org else  
PAYMENT.id_payee=PAYMENT.id_bsns.
```

1.2.2. Page-Maintain Account Numbers

Maintain Account Numbers - Microsoft Internet Explorer

eWiSACWIS Print Spell Check Help

Account Numbers

Reporting Category: Milwaukee County Foster Care Start Date: 07/01/2000 End Date: 00/00/0000 Expiration Date: 00/00/0000 ☒ Split

	Appr	Acct No	Project	Resp. Area	Dept.	Fund	Sublevel	Division
Federal	353	57000	613	50	435	5	3000	3000
State	330	57000	613	50	435	5	3000	3000

Insert Save Close

Done Internet

1.2.2.1. Page Overview

The Maintain Account Numbers page is accessed by selecting Maintain > Account Numbers from the eWiSACWIS menu bar. This page is used by DHFS fiscal staff to enter new account numbers, maintain existing account numbers, and expire those account numbers that are no longer used. The users can also specify if there is a Federal/State split in funding of certain services by entering the respective account numbers in the line items labeled as Federal and State. The information recorded on this page is used to determine the funding sources and the associated accounting attributes of all payments recorded in the system.

1.2.2.2. Page Information

Box: Account Numbers

Fields: Reporting Category: The unique reporting category associated with the maintained set of account numbers; this value is used as a cross reference to service types; mapped to ACCOUNT_NUMBER.cd_rptg_cat; User selected drop down box; Required; No default value.

Start Date:	The date when the selected set of account numbers becomes active; mapped to ACCOUNT_NUMBER.dt_bgn; User entered date field; Required; No default value.
End Date:	The date when the selected set of account numbers are replaced by new set of account numbers; mapped to ACCOUNT_NUMBER.dt_end; User entered date field; Required if an Expiration Date is entered; No default value.
Expiration Date:	The date when the selected set of account numbers becomes inactive and can no longer be used; enabled only when there is an End Date; mapped to ACCOUNT_NUMBER.dt_expire; User entered date field; Not required; No default value.
Split:	Indicates if the Account Number entered has a Federal and State component; mapped to ACCOUNT_NUMBER.fl_split; User selected check box; Not required; Default value is not checked.
Appr.:	The appropriation code as part of the account number (Federal and/or State); mapped to ACCOUNT_NUMBER.cd_fed_appr for Federal, ACCOUNT_NUMBER.cd_st_appr for State; User entered number fields; Required; No default value.
Acct. No:	The account code as part of the account number (Federal and/or State); mapped to ACCOUNT_NUMBER.cd_fed_acct_no for Federal, ACCOUNT_NUMBER.cd_st_acct_no for State; User entered text fields; Required; No default value.
Project:	The project code as part of the account number (Federal and/or State); mapped to ACCOUNT_NUMBER.cd_fed_prjct for Federal, ACCOUNT_NUMBER.cd_st_prjct for State; User entered number fields; Required; No default value.
Resp. Area:	The responsibility area code as part of the account number (Federal and/or State); mapped to ACCOUNT_NUMBER.cd_fed_resp for Federal, ACCOUNT_NUMBER.cd_st_resp for State; User entered number fields; Required; No default value.
Dept.:	The departmental code as part of the account number (Federal and/or State); mapped to ACCOUNT_NUMBER.cd_fed_dept for Federal, ACCOUNT_NUMBER.cd_st_dept for State; User entered number fields; Required; No default value.
Fund:	The fund code as part of the account number (Federal and/or State); mapped to ACCOUNT_NUMBER.cd_fed_fund for Federal, ACCOUNT_NUMBER.cd_st_fund for State; User entered number fields; Required; No default value.
Sublevel:	The sublevel code as part of the account number (Federal and/or State); mapped to ACCOUNT_NUMBER.cd_fed_sublvl for

		Federal, ACCOUNT_NUMBER.cd_st_sublvl for State; User entered number fields; Required; No default value.
	Division:	The division code as part of the account number (Federal and/or State); mapped to ACCOUNT_NUMBER.cd_fed_div for Federal, ACCOUNT_NUMBER.cd_st_div for State; User entered number fields; Required; No default value.
Links:	Delete:	Deletes the account number record prior to initial save processing. After an account record has been saved, the Delete link will no longer be available.
Buttons:	Save:	Standard Save Processing.
	Close:	Standard Close Processing.
	Insert:	Adds a new record to the Account Numbers group box.

1.2.2.3. Background Processing

1. The Account Number rows on the page are sorted in reverse chronological order based on the Start Date (i.e., record with the most recent start date is displayed on top).
2. Selecting the Insert button in the Account Numbers group box adds a new set of account numbers to the page (i.e., all three rows displayed in the screen shot will be inserted to the page as part of one set of account number).
3. The user can delete an account number row by selecting the Delete hyperlink ONLY before save processing takes place.
4. The Reporting Category drop down box is populated by retrieving the values in CODE_DESC where id_grp = "RPTGCAT".
5. Expiration Date field is disabled at all times unless a user enters an End Date for the selected Account Number. Once an End Date is entered, the Expiration Date becomes enabled.
6. Upon selecting the Insert button in the Account Numbers group box, the Split check box is unchecked by default. The Accounting fields at the State level will be enabled and required. The accounting fields at the Federal level are grayed out and not user editable when the Split check box is unchecked.
7. If the user checks the Split check box, then the accounting fields both at the Federal AND State level are enabled and required.

1.2.2.4. Save Processing

1. When the user clicks on the Save button, the information is saved to the ACCOUNT_NUMBER table with the field-database column mapping described in the Page Information section for this page.
2. Upon save processing, if the end date for an account number record is less than the start date, the user receives an error message stating "End Date cannot be less than Start Date."

3. Upon save processing, if the expiration date for an account number record is less than the start date, the user receives an error message stating “Expiration Date cannot be less than Start Date.”
4. If a new row is inserted on the Maintain Account Number table and if the Split check box is NOT checked, then the user is required to enter values in all State accounting fields. If these fields are not completed at time of save processing, the user will receive an error message to enter data in the required field. The error message will be specific to each required field containing a null value.
5. If a new row is inserted on the Maintain Account Number table and if the Split check box is checked, then the user is required to enter values in all State AND Federal accounting fields. If these fields are not completed at the time of save processing, the user will receive an error message to enter data in the required field. The error message will be specific to each required field containing a null value.
6. Two account numbers cannot be active at the same time. Verify that there is no other account number for the same time period set for the reporting category chosen. If a user enters an account number for a reporting category with an already existing account number with no End date then the user will receive an error message during save processing that states “There is already an account number open for this date range and Reporting Category.” Only after the existing account number is updated with an end date, will the user will be allowed to save a new account number under the condition that there is no concurrency (i.e., for the selected reporting category, verify that there is no other account number for the same category with `dt_expire = NULL AND dt_end >= dt_start` of the new account number.

1.2.2.5. **CRUD Matrix**

Table Name	CRUD
ACCOUNT_NUMBER	CRU

1.2.3. Page-Maintain Title IV-E FFP

Effective Date	Entered Date	FFP (%)	
01/01/2003	00/00/0000	56.6	Delete
10/01/2002	08/28/2002	58.43%	
10/01/2001	09/25/2001	58.57%	
10/01/2000	10/13/2000	58.29%	

Insert

Save Close

1.2.3.1. Page Overview

The Maintain Title IV-E FFP (Federal Financial Participation) page is accessed by selecting Maintain > Title IV-E FFP from the eWiSACWIS menu bar. This page allows users to update the ongoing Title IV-E FFP, when there is a federal contribution percentage change.

1.2.3.2. Page Information

Box: FFP History

Fields: Effective Date: The effective date when the new FFP percentage is in effect; mapped to IVE_FFP.dt_eff; User entered date field; Required; No default value.

Entered Date: The date when the selected FFP percentage row was inserted and saved by the user; mapped to IVE_FFP.ts_cr; required; System retrieved date field; Not user editable; Defaults to the current system date upon initial save processing.

FFP: The Title IV-E FFP percentage; mapped to IVE_FFP.am_ffp; User entered percent field upon create; Not user editable after initial save processing takes place; Required; No default value.

Links: Delete: Deletes the FFP record prior to initial save processing. After an account record has been saved, the Delete link will no longer be available.

Buttons: Save: Standard Save Processing.

Close: Standard Close Processing.

Insert: Adds a new record to the FFP History group box.

1.2.3.3. Background Processing

1. The FFP rows on the page are sorted in reverse chronological order based on the Effective Date (i.e., recorded with the most recent effective date displayed on top).
2. The user can delete a FFP row by selecting the Delete hyperlink ONLY before save processing takes place.

1.2.3.4. Save Processing

1. When the user clicks Save, the information is saved into the IVE_FFP table.
2. Entered Date is system retrieved from the current system date for a new row upon initial save processing.
3. Upon initial save processing for a new FFP row, the Effective Date and FFP (%) fields are not longer editable and the user is required to insert a new row instead of updating existing rows. This edit is necessary to keep a running history of all changes made to the FFP percentage.
4. Upon save processing, if the FFP (%) value is greater than 100%, the user will receive an error message stating “The FFP percentage cannot be greater than 100%.”

1.2.3.5. CRUD Matrix

Table Name	CRUD
IVE_FFP	CR

1.2.4. Page-Maintain Voucher Numbers

The top screenshot shows the 'Voucher Number Maintenance Selection' page in a Microsoft Internet Explorer window. The page has a purple header with the 'eWiSACWIS' logo and navigation links: Print, Spell Check, and Help. Below the header, the title 'Voucher Number Maintenance Selection' is displayed. The form contains two dropdown menus: 'Fiscal Year' set to '2003' and 'County' set to 'Milwaukee'. At the bottom right of the form are 'Continue' and 'Close' buttons.

The bottom screenshot shows the 'Maintain Voucher Numbers' page in a Microsoft Internet Explorer window. The page has the same purple header. The title is 'Voucher Numbers'. The form includes the same 'Fiscal Year' and 'County' dropdowns. Below these are input fields for 'From' (50301), 'To' (50500), and 'Current Number' (50301). At the bottom right of the form are 'Save' and 'Close' buttons.

1.2.4.1. Page Overview

The Maintain Voucher Numbers page is accessed by selecting the Maintain > Voucher Numbers menu bar option. After selecting this option from the menu bar, the Voucher Number Maintenance Selection page opens and the user selects the fiscal year and county filtering criteria. After pressing the Continue button on this page, the worker is navigated to the Maintain Voucher Numbers page. The information displayed on the Maintain Voucher Numbers page is determined by the selections made on the Voucher Number Maintenance Selection page.

The Maintain Voucher Numbers page allows the user to enter the voucher numbers that are assigned by the County fiscal manager to be used in check runs. Each fiscal year, the County accounting personnel assign a block of numbers to be used as voucher numbers. These blocks of numbers are entered into the eWiSACWIS page through the Maintain Voucher Numbers page. The numbers are filtered based on the County displayed on the page. The County is determined by the County of the worker who is accessing the Voucher Numbers page. Only those users with the security to 'View all Counties' will be able to see other Counties' Voucher Number allocations. Additionally, the users can view what voucher number will be used by the system in the next check run through the Current Number field.

1.2.4.2. Page Information

Box: Voucher Numbers

Fields:

Fiscal Year:	List of fiscal year values; maps to VOUCHER_NUMBER.dt_fscf_yr; User selected drop down box on the Voucher Number Maintenance Selection page; System generated on the Maintain Voucher Numbers page based on the selection made on the Voucher Number Maintenance Selection page; Required on the Voucher Number Maintenance Selection page; Defaults to current fiscal year.
County	The County that has setup the string of Voucher Numbers; maps to VOUCHER_NUMBER.cd_cnty; User selected drop down box on the Voucher Number Maintenance Selection page for workers with the User Group checkbox 'View all Counties' checkbox checked; System generated based on the logged in worker's county and disabled on the Voucher Number Maintenance Selection page for workers without the User Group checkbox 'View all Counties' checkbox checked; System generated on the Maintain Voucher Numbers page based on the selection made on the Voucher Number Maintenance Selection page; Required; Defaults to logged in worker's county.
From:	The beginning voucher number for the selected fiscal year; maps to VOUCHER_NUMBER.id_vchr_no_from; User entered number field; Required; No default value.
To:	The ending voucher number for the selected fiscal year; maps to VOUCHER_NUMBER.id_vchr_no_to; User entered number field; Required; No default value.
Current Number:	The Voucher number to be used in the next check run; maps to VOUCHER_NUMBER.id_vchr_no_crnt; User entered number field; Required; No default value.

Buttons:

Save:	Standard Save Processing.
Close:	Standard Close Processing.

1.2.4.3. Background Processing

1. The Fiscal Year drop down box on the Voucher Number Maintenance Selection page is populated with the fiscal year values from the CODE_DESC table with id_grp = "FSCLYEAR."
2. After selecting the Continue button on the Voucher Number Maintenance Selection page, retrieve the VOUCHER_NUMBER table row that is associated with the County displayed in the County field, and also the Fiscal Year value selected from the drop down (i.e., select on VOUCHER_NUMBER.dt_fscl_yr).
 - (1) If there is no row in the VOUCHER_NUMBER table associated with the selected row, then display a notification message "No voucher numbers are specified for the fiscal year selected." Then allow the user to enter numbers in the From and To fields.
 - (2) If there is already a VOUCHER_NUMBER row for the selected fiscal year, then populate the fields on the page and display a notification message "There are voucher numbers already assigned for the fiscal year selected."
3. The Current Number field will be incremented by one when the check run batch included in *FM02: Issue/Reconcile Checks* design paper completes its operation successfully. This will allow the next check run batch to pick up the current voucher number and process the payment records for each County accordingly.

1.2.4.4. Save Processing

1. If there is no row in the VOUCHER_NUMBER table associated with the fiscal year selected, then Insert a new row in the table and
 - Set VOUCHER_NUMBER.dt_fscl_yr = the value selected in the drop down.
 - Set VOUCHER_NUMBER.cd_cnty = code that matches the County of the worker logged in.
 - Set VOUCHER_NUMBER.id_vchr_no_from = the value entered in the From field.
 - Set VOUCHER_NUMBER.id_vchr_no_to = the value entered in the To field.
 - Set VOUCHER_NUMBER.id_vchr_no_crnt = Set VOUCHER_NUMBER.id_vchr_no_from.
2. If there is already a row in the VOUCHER_NUMBER table associated with the fiscal year selected, then overwrite the data that was already in the database with the information possibly changed on the page (e.g., the user may choose to modify the Current Number field manually).
3. The number entered in the From field cannot be greater than the number entered in the To field.
4. The number entered in the Current Number field cannot be greater than the number entered in the To field.
5. The number entered in the Current Number field cannot be less than the number entered in the From field.

1.2.4.5. CRUD Matrix

Table Name	CRUD
VOUCHER_NUMBER	CRU

1.3. Inventories

1.3.1. Table Descriptions

Table Name	Description
ACCOUNT NUMBER	The ACCOUNT_NUMBER table maintains detailed information about the account numbers that are used to link each payment to a funding source in the State's accounting system. For each set of account numbers, the table stores the reporting category, effective dates, and federal split information. Processes of FM01 (Process Payments) maintain and update this information.
ADOPTION ELIG	The ADOPTION_ELIG table maintains detailed information pertaining to an adopted child's eligibility for Title IV-E funds. Processes of FM03 (Eligibility) maintain and update this information.
ADOPTION ELIG REDET	The ADOPTION_ELIG_REDET table maintains detailed information pertaining to annual reviews of an adopted child's eligibility for Title IV-E funds. Processes of FM03 (Eligibility) maintain and update this information.
ASSIGNMENT	The ASSIGNMENT table maintains information pertaining to the ASSIGNMENT of a WORKER to a designated activity or a dimension of work for which a worker is held responsible. Category, type, role, and responsibility define the structure of worker assignment. ASSIGNMENTS can be associated with a CASE which may carry an associated weight, or they can be CASE, PROVIDER, or other work-related ASSIGNMENTS that do not carry any associated weight that feeds the measurement of workload capacity. Processes of CM02 (Maintain Worker Assignment) create and update this information.
CASE	A CASE is the focus of every human services business activity. A case is created as a result of intake work and can be one of three types: individual (which includes TPR and Adoption cases), family, and DHFS provider or other provider. The CASE table contains case relations, address and approval information. Processes of SM04 (Maintain Case) and SM05 (Close Case) create and maintain case records.
ELIGIBILITY	The ELIGIBILITY table maintains information pertaining to a foster child's initial Title IV-E eligibility determination. Once the determination is complete, the child will be

	assigned an eligibility status. Processes of FM03 (Eligibility) build and maintain this information.
ELIG REDET	The ELIG_REDET table maintains information pertaining to a foster child's Title IV-E eligibility re-determinations. Once the re-determination is complete, the child will be assigned an eligibility status. Processes of FM03 (Eligibility) build and maintain this information.
EPISODE	The EPISODE table maintains information pertaining to the occurrence of the delivery of one or more out-of-home SERVICES involving one PROVIDER and one or more CASE PARTICIPANTS. Placement out of home and removal from home are other types of Episodes stored in this table. Processes of SM10a (Out of Home Placement) build and maintain this information.
IVE FFP	The IVE_FFP table maintains information about the Title IV-E Federal Funding Participation (FFP) percentage. Processes of FM01 (Process Payments) maintain and update this information.
PAYMENT	PAYMENT table stores data about authorization of payment to provider. Payment can be associated with service episode or contract item. Processes of FM01 (Process Payment Requests) build and maintain this information.
PERSON	This PERSON table maintains information that identifies an individual known to DHFS or the county child welfare division such as name, date of birth, social security number, race, sex, etc. A PERSON can be a WORKER, REPORT PART, REFERRAL PART, CASE PART or PROVIDER PART. Primary search processing is centered around this data. Processes of CM01 (Manage Person) build and maintain this information.
PROVIDER ORG	This table maintains information pertaining to a PROVIDER ORG, facility or vendor. Data includes name and address information, placement preferences and home condition description. Records in PROVIDER ORG table are created in PM02a/b (Maintain Home/Private Provider) and updated in PM04a (Licensing Home Provider).
PROV REPMNT MTHD	The PROV_REPMNT MTHD table stores the method in which overpayments are to be recouped from a specific provider by county.
PRVD ELIG COST	The PRVD_ELIG_COST table holds the percentages used in calculating the Title XIX and Title IV-E reimbursement amounts for Child Caring Institutions and Group Homes.

	Processes of PM02a (Maintain Home Provider) and PM02b (Maintain Private Provider) maintain and update this information.
PRVD SRVC RATE	The PRVD SRVC RATE table maintains history information for daily and monthly rates of all the services available from a certain provider organization. Processes of PM01 (Maintain Services) build and maintain this information.
SERVICE RATE	This table houses the rate(s) information associated with Service Types. This information is created and maintained in PM01 (Maintain Services).
SERVICE TYPE	SERVICE TYPE table maintains information associated with any defined category of provider service offered by DHFS or the county organization including training requirements, standard rate (across all provider organizations) and license requirements etc., associated with providers. Processes of PM01 (Maintain Services) and WiSACWIS table maintenance build and maintain this data.
VOUCHER NUMBER	The VOUCHER_NUMBER table maintains the set of voucher numbers used for check runs in a given fiscal year. Processes of FM01 (Process Payments) and FM02 (Issue/Reconcile Checks) maintain and update this information.

1.3.2. Drop downs

Field Name: Service Category

Table Name: CODE_DESC

Group Id: srvtgry

Field Name: Service Type

Table Name: SERVICE_TYPE

Field Name: Placement Status

Table Name: CODE_DESC

Field Name: Placement

Table Name: EPISODE

Field Name: Reporting Category

Table Name: CODE_DESC

Group Id: RPTGCAT

Field Name: Fiscal Year

Table Name: CODE_DESC

Group Id: FSCLYEAR

Field Name: County

Table Name: CODE_DESC

Group Id: REGION

1.3.3. Automated Messages

None

1.3.4. Checklists

None

1.3.5. Ticklers

None

1.3.6. Notifications

None

1.3.7. Text Templates

1.3.7.1. Invoice Request

1.3.8. Reports

1.3.8.1. Episode Driven Payments

1.3.8.2. Clients in Adoptive Placements Turning 19

1.3.9. Triggers

1.3.9.1. On-line Trigger Txn Code 50

Description: Change in FFP percentage. Created when there is a retroactive change in the FFP percentage maintained in eWiSACWIS. A retroactive rate change is determined when the effective date for the new FFP percentage is <= current system date. The effective date is stored in TS_EFFECT_FRM.

1.4. Batch Programs

1.4.1. Calculate Ongoing Amounts

Program Name: b-fm01-calc-ongoing

Script Name: b-fm01-00.script

Process Summary:

This batch program collects information to initiate payment requests for the ongoing care and support payments for children in foster care, subsidized adoption, and for children receiving other ongoing services. eWiSACWIS calculates ongoing amounts based upon either monthly rates or daily rates. Payments are made if the child is in care for a full day or partial day.

On a monthly basis this program calculates ongoing payment amounts by gathering placement episode and service rate information and generating pre-approved payments. For each child in out-of-home care or other placement for which ongoing payment is made, the service begin and end dates stored on the Episode Table provide the basis for calculation of the payment amount on a length-of-service basis. In the event that a placement has existed for some time, but payments have not been created, this batch program will create a series of payments for each month that a payment should have been made. For example, if during the June run, it was determined that Placement XYZ began on January 1, but has not been paid, 6 payments will be created for Placement XYZ. For a 1-day placement that is ended with a reason of 'Placement Made in Error', the batch program will not generate a payment. In addition, it will generate a full-month overpayment for 1-day placement that is ended with a reason of 'Placement Made in Error'.

In some situations, the monthly payment amount needs to be split between the provider of the service and some other provider. Calculate Ongoing Amounts batch program reads the payment split information as recorded by the worker on *SM10a: Out of Home Placements* Payment Split page. This includes the split method of percentage or fixed, and the name of the provider that the payment will be split with. The batch program generates two approved payment requests, one for each of the providers. The payment amounts reflect the percentage or the fixed amount as stored on the EPISODE table.

The Advance (A) run type generates approved payment requests for those services that are specified as 'paid in advance' on the Maintain Service Rate and Type page. The rest of the non-RCC paid service types are processed by the Initial (I) run.

The Retroactive (R) is used to calculate retroactive payments due to changes in rates which are placed in effect for month which has already

been processed.

As a result of this batch program, the worker may review payment amounts to be made for a specific month by using the Payment Request page. A eWiSACWIS worker, with the proper security access to view case-specific or provider-specific information, may also use the Case or Provider Outliner to access and view Payment Requests generated by the batch process.

Frequency: Weekly and Monthly for the Initial and Advance runs. Monthly for the Retroactive run.

Dependencies: None

Input Parameters: fm01-00-parameter
Job Name
Create Date
Sequence Number
Run Type
Payment Month
Payment Year
Service Type
Payment Service Type
County Code

Input Files: cycle-date-override

Output Files: fm01-00-report
fm01-00-retro-report

Database Tables:	ACCOUNT_NUMBER	R
	APPROVAL	C, R
	ASSIGNMENT	R
	EPISODE	R, U
	NEXT NUMBER	R, U
	PAYMENT	C, R
	PERSON	R
	PROVIDER ORG	R
	PRVD_SRVC_RATE	R

ONLINE_TRIGGER	R, D
SERVICE_RATE	R
SERVICE_TYPE	R, U
WORKER	R

Process Description:Advanced Run:

- Perform edits on control card.
- Calculate the last day of the month for the payment month supplied on the parameter card.
- Calculate the first day of the next month after the month supplied on the input control card.
- Calculate the first day of the previous month before the month supplied on the input control card.
- For all valid episodes that correspond to the County specified in the parameter, and fall within the specified date range for This-Payment-Month parameter where DT_PMNT_LST on the Episode table is less than This-Payment-Month, CD_SRVC matches the service type entered on the parameter or select all services if ALL was selected on the parameter card, and the FL_RETRO_CALC flag is = "N", and FL_ADVANCE_PAY on the EPISODE table = 'Y':
 - Verify the service codes on the parameter card match the CD_SRVC on Episode or if 'ALL' was entered on the parameter card for service code, then select all service codes on the Episode table.
 - Verify the episode has appropriate approvals by reading the Approvals table using ID_EPSD and checking approval status.
 - Select a row from the Service Type table for the CD_SRVC on the Episode table. If SERVICE_TYPE.fl_cci = "N" then continue with this episode else issue an exception message.
 - Verify if the service type selected on EPISODE.cd_srvc has SERVICE_TYPE.fl_pmnt_allwd = "Y".
 - Determine the payment amount by getting the number of days of service and multiplying by service rates.
 - If the service rate or the provider service rate is a daily rate, then the amount is calculated as (number of days) * (daily rate)
 - If the payment is for the full month and if the service rate is monthly, then the provider receives the full monthly payment amount. Payment amounts such as administrative, exceptional, and supplemental amounts are processed in the same way as monthly service rates and they are saved in the respective field in the database.
 - If the payment is not for a full month (i.e., if the child has been in placement fifteen days during the month) and if the service rate is monthly, then the payment

made to the provider is pro-rated using the following formula: $\text{Payment} = (\text{number of days in care} / 30.416) * \text{monthly rate}$. The coefficient “30.416” represents the average number of days in a month and is used by the Department to calculate prorated payments.

However, if the episode is a kinship episode, then the entire monthly amount is paid.

- Create a payment row for the placement.
 - Derive the fiscal year for the payment. Set PAYMENT.dt_fscf_yr = the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides. A new fiscal year begins on July 1st of each year.
 - Calculate possible administrative fees, exceptional amounts, supplemental amounts, and basic amounts associated with the payment row added.
 - If the payment is to be split between providers, then calculate the split payment amounts. The payment can be split based on a percentage or a fixed amount.
- The Account Number Determination Stored Procedure is triggered. (Please refer to Section 1.2.1.6)
- If the stored procedure fails, issue an exception report indicating the episode that was not processed.
- Update the Episode row by setting FL_RETRO_CALC to “N” and DT_PMNT_LAST to the parameter payment date.
- Update the Service Type row by setting the DT_PMNT_LAST to the parameter payment date.
- For all valid episodes that correspond to the County code in the parameter, fall within the specified date range for This-Payment-Month parameter where DT_PMNT_LST on the Episode table is less than This-Payment-Month, CD_SRVC matches the service type entered on the parameter or select all services if ALL was selected on the parameter card, and the FL_RETRO_CALC flag is = “Y” and FL_ADVANCE_PAY on the EPISODE table = “Y”:
 - Verify the service codes on the parameter card match the CD_SRVC on Episode or if 'ALL' was entered on the parameter card for service code, then select all service codes on the Episode table.
 - Verify the episode has appropriate approvals by reading the Approvals table using ID_EPSD and checking approval status.
 - If SERVICE_TYPE.fl_cci = “N” then continue with this episode else issue an exception message.
 - Verify if the service type selected on EPISODE.cd_srvc has SERVICE_TYPE.fl_pmnt_allwd = “Y”.
 - Determine if there is an overpayment by selecting DT_PMNT_END from the most current row from the payment table for the Episode.

- Determine the payment amount by getting the number of days of service and multiplying by service rates.
- Create a payment row for the placement.
 - Derive the fiscal year for the payment. Set PAYMENT.dt_fscl_yr = the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides. A new fiscal year begins on July 1st of each year.
 - Calculate possible administrative fees, exceptional amounts, supplemental amounts, and basic amounts associated with the payment row added.
 - If the payment is to be split between providers, then calculate the split payment amounts. The payment can be split based on a percentage or a fixed amount.
 - Reverse the sign of the payment amount for overpayments.
- The Account Number Determination Stored Procedure is triggered. (Please refer to Section 1.2.1.6)
- If the stored procedure fails, issue an exception report indicating the episode that was not processed.
- Update the Episode row by setting FL_RETRO_CALC to “N” and DT_PMNT_LAST to the parameter payment date.
- Update the Service Type row by setting the DT_PMNT_LAST to the parameter payment date.

Initial Run:

- Perform edits on control card.
- Calculate the last day of the month for the payment month supplied on the parameter card.
- Calculate the first day of the next month after the month supplied on the input control card.
- Calculate the first day of the previous month before the month supplied on the input control card.
- For all valid episodes that correspond to the County code in the parameter, fall within the specified date range for This-Payment-Month parameter where DT_PMNT_LST on the Episode table is less than This-Payment-Month, CD_SRVC matches the service type entered on the parameter or select all services if ALL was selected on the parameter card, and the FL_RETRO_CALC flag is = “N”, and FL_ADVANCE_PAY on the EPISODE table = ‘N’:
 - Verify the service codes on the parameter card match the CD_SRVC on Episode or if 'ALL' was entered on the parameter card for service code, then select all service codes on the Episode table.
 - Verify the episode has appropriate approvals by reading the Approvals table using ID_EPSD and checking approval status.
 - Select a row from the Service Type table for the CD_SRVC on the Episode table. If SERVICE_TYPE.fl_cci = “N” then continue with this episode else issue an exception

message.

- Verify if the service type selected on EPISODE.cd_srvc has SERVICE_TYPE.fl_pmnt_allwd = “Y”.
- Determine the payment amount by getting the number of days of service and multiplying by service rates.
 - If the service rate or the provider service rate is a daily rate, then the amount is calculated as (number of days) * (daily rate)
 - If the payment is for the full month and if the service rate is monthly, then the provider receives the full monthly payment amount. Payment amounts such as administrative, exceptional, and supplemental amounts are processed in the same way as monthly service rates and they are saved in the respective field in the database.
 - If the payment is not for a full month (i.e., if the child has been in placement fifteen days during the month) and if the service rate is monthly, then the payment made to the provider is pro-rated using the following formula: $\text{Payment} = (\text{number of days in care} / 30.416) * \text{monthly rate}$. The coefficient “30.416” represents the average number of days in a month and is used by the Department to calculate prorated payments.

However, if the episode is a kinship episode, then the entire monthly amount is paid.

- Create a payment row for the placement.
 - Derive the fiscal year for the payment. Set PAYMENT.dt_fscl_yr = the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides. A new fiscal year begins on July 1st of each year.
 - Calculate possible administrative fees, exceptional amounts, supplemental amounts, and basic amounts associated with the payment row added.
 - If the payment is to be split between providers, then calculate the split payment amounts. The payment can be split based on a percentage or a fixed amount.
- The Account Number Determination Stored Procedure is triggered. (Please refer to Section 1.2.1.6)
- If the stored procedure fails, issue an exception report indicating the episode that was not processed.
- Update the Episode row by setting FL_RETRO_CALC to “N” and DT_PMNT_LAST to the parameter payment date.
- Update the Service Type row by setting the DT_PMNT_LAST to the parameter payment date.
- For all valid episodes that correspond to the County code in the parameter, fall within the specified date range for This-Payment-Month parameter where DT_PMNT_LST on the

Episode table is less than This-Payment-Month, CD_SRVC matches the service type entered on the parameter or select all services if ALL was selected on the parameter card, and the FL_RETRO_CALC flag is = "Y" and FL_ADVANCE_PAY on the EPISODE table = 'N':

- Verify the service codes on the parameter card match the CD_SRVC on Episode or if 'ALL' was entered on the parameter card for service code, then select all service codes on the Episode table.
- Verify the episode has appropriate approvals by reading the Approvals table using ID_EPSD and checking approval status.
- If SERVICE_TYPE.fl_cci = "N" then continue with this episode else issue an exception message.
- Verify if the service type selected on EPISODE.cd_srvc has SERVICE_TYPE.fl_pmnt_allwd = "Y".
- Determine if there is an overpayment by selecting DT_PMNT_END from the most current row from the payment table for the Episode.
- Determine the payment amount by getting the number of days of service and multiplying by service rates.
- Create a payment row for the placement.
 - Derive the fiscal year for the payment. Set PAYMENT.dt_fscl_yr = the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides. A new fiscal year begins on July 1st of each year.
 - Calculate possible administrative fees, exceptional amounts, supplemental amounts, and basic amounts associated with the payment row added.
 - If the payment is to be split between providers, then calculate the split payment amounts. The payment can be split based on a percentage or a fixed amount.
 - Reverse the sign of the payment amount for overpayments.
- The Account Number Determination Stored Procedure is triggered. (Please refer to Section 1.2.1.6)
- If the stored procedure fails, issue an exception report indicating the episode that was not processed.
- Update the Episode row by setting FL_RETRO_CALC to "N" and DT_PMNT_LAST to the parameter payment date.
- Update the Service Type row by setting the DT_PMNT_LAST to the parameter payment date.

Retroactive Rate Change Run:

- For all valid Triggers on the Online trigger table where, CD_TXN of Online Trigger table = '6100'.
 - If ID_TRIGGER of Online Trigger is not = NULL then select rows from the Payment

table using ID_TRIGGER from Online Trigger as ID_PRVD_ORG and CD_TRIGGER from Online Trigger as CD_SRVC. If ID_TRIGGER of Online Trigger is = NULL then select rows from the payment table using CD_TRIGGER from Online Trigger as CD_SRVC.

- Verify if the service type selected on EPISODE.cd_srvc has SERVICE_TYPE.fl_pmnt_allwd = “Y”.
- Select the total of all amounts previously requested from the payment table for the Episode.
- Get the new rate from either the Provider Service Rate table or the Service Rate table.
- If the cd_srvc selected is “Supplemental Points”, then
 - Calculate the amount of payment. (Rate * Number of Days)
 - Get the overpayment amount (if it exists) and subtract it from the Recalc Amount
 - Create the Retroactive rate change Payment row.
 - Derive the fiscal year for the payment. Set PAYMENT.dt_fscl_yr = the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides. A new fiscal year begins on July 1st of each year.
 - Update PAYMENT.am_suppl AND PAYMENT.am_rqst with the calculated amount.
 - Update SERVICE_TYPE.dt_pmnt_last with the paramater payment date.
 - Create the Approval rows
 - The Account Number Determination Stored Procedure is triggered. (Please refer to Section 1.2.1.6)
 - If the stored procedure fails, issue and exception report indicating the episode that was not processed.
- If the selected service is a Child Caring Institution service (SERVICE_TYPE.fl_cci = “Y”)
 - Calculate the amount of payment (Rate * Number of Units (i.e., days) for each month that the provider payment needs to be adjusted).
 - Get the overpayment amount (if it exists) and subtract it from the Recalc Amount.
 - Create the Retroactive rate change Payment row.
 - Update PAYMENT.am_rqst with the calculated amount.
 - Derive the fiscal year for the payment. Set PAYMENT.dt_fscl_yr = the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides.
 - Create approval rows.

- The Account Number Determination Stored Procedure is triggered. (Please refer to Section 1.2.1.6)
- If the stored procedure fails, issue and exception report indicating the episode that was not processed.
- If the cd_srvc selected is any other service
 - Calculate the amount of payment. (Rate * Number of Days)
 - Get the overpayment amount (if it exists) and subtract it from the Recalc Amount.
 - Create the Retroactive rate change Payment row.
 - Update PAYMENT.am_rqst with the calculated amount.
 - Derive the fiscal year for the payment. Set PAYMENT.dt_fscl_yr = the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides
 - Create the Approval rows.
 - The Account Number Determination Stored Procedure is triggered. (Please refer to Section 1.2.1.6)
 - If the stored procedure fails, issue and exception report indicating the episode that was not processed.
- Delete all triggers from the Online Trigger table where CD_TXN of Online Trigger table = '6100'.

1.4.2. Create Pending Episode-Driven Payments

Program Name: b-fm01b-create-pend

Script Name: b-fm01b00.script

Process Summary: Residential Care Center (RCC, formally known as Child Caring Institution - CCI) and Group Home payments are treated as episode-based recurring payments that require the worker to enter the number of days the child was actually in the RCC facility. The batch program will read those services that are RCC related for a specified County and process the placements - documented in *SM10A: Out-of-home Placements* topic paper- that use these RCC related service types. The Create Pending Episode-Driven Payments batch will read all RCC services from the Episode table and create payment rows with pending approvals status. After the payment rows have been generated by the Create Pending Episode-Driven Payments program, the worker will launch the one-time Payment Request page from the Approval outliner. The user will then enter the number of days of care actually provided and approve the payment request in order to initiate payment to that provider.

For RCC and Group Home related services, the SERVICE_TYPE.cd_unit_rate_type will be set up as “Daily” on the Service Type table. This will enable the Units field on the Payment Request page to allow the worker to input the total number of days the child was in care for the month. The amount field or PAYMENT.am_rqst is calculated using the number of Units multiplied by the appropriate service rate and will display the calculated amount.

Frequency: Monthly

Dependencies: None

Input Parameters: fm01b00-parameter
Job Name
Create Date
Sequence Number
Pay Month

Pay Year
Service Type
Co-pay Service
County Code

Input Files: cycle-date-override

Output Files: fm01b00-report

Database Tables:	APPROVAL	R, U
	ASSIGNMENT	R
	EPISODE	R, U
	NEXT NUMBER	R, U
	PAYMENT	C, R
	PRVD_ELIG_COST	R
	ACCOUNT_NUMBER	R
	SERVICE TYPE	R
	SERVICE_RATE	R
	PRVD_SRVC_RATE	R

Process Description:

1. Perform edits on control card.
2. For all valid episodes that correspond to the County code in the parameter , and fall within the specified date range for This-Payment-Month parameter where DT_PMNT_LST on the Episode table is less than This-Payment-Month:
3. Verify the service codes on the parameter card match the CD_SRVC on Episode or if ALL was selected on the parameter card, then process all services.
4. Verify the episode has appropriate approvals by reading the Approvals table using ID_EPSD and checking approval status.
5. Using CD_SRVC on Episode read Service Type table, verify CD_UNIT_RATE_TYPE not = 'None'. Else issue an exception message.
6. Using CD_SRVC on Episode read Service Type table, verify fl_cci = 'Y'. Else issue an exception message.

7. Verify if the service type selected on EPISODE.cd_srvc has SERVICE_TYPE.fl_pmnt_allwd = "Y".
8. Write payment row information to the Payment table with CD_PMNT_TYPE = 'C' and AM_RQST = 0.
9. The Account Number Determination Stored Procedure is triggered. (Please refer to Section 1.2.1.6)
10. If the stored procedure fails, issue an exception report indicating the episode that was not processed.
11. Derive the fiscal year for the payment. Set PAYMENT.dt_fscl_yr = the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides. A new fiscal year begins on July 1st of each year.
12. Write new approval rows to the Approval table as 'Pending Approval.'
13. Update DT_PMNT_LST on the Episode table to be equal to This-Payment-Month.

Processing for RCC Payments (On-line):

Once the payment rows have been created by the batch, they will be accessible to the worker from the Approval outline. The worker will then launch the Payment Request page to enter the units of service and approve the Payment Request to initiate payment.

14. On the Payment Request page use CD_SRVC from Payment and read Service Type table, if CD_UNIT_RATE_TYPE is not = 'None', the *Units* field will be enabled to allow the worker to enter the units of service provided. The *Units* will be multiplied by the rate defined in the Service Type table.
15. Populate the Payment Request page with the payment row information generated by the Create Pending Episode-Driven Payments batch.
16. Determine the payment amount by multiplying the number of units entered by the service rate.
17. Update AM_RQST on the payment row.

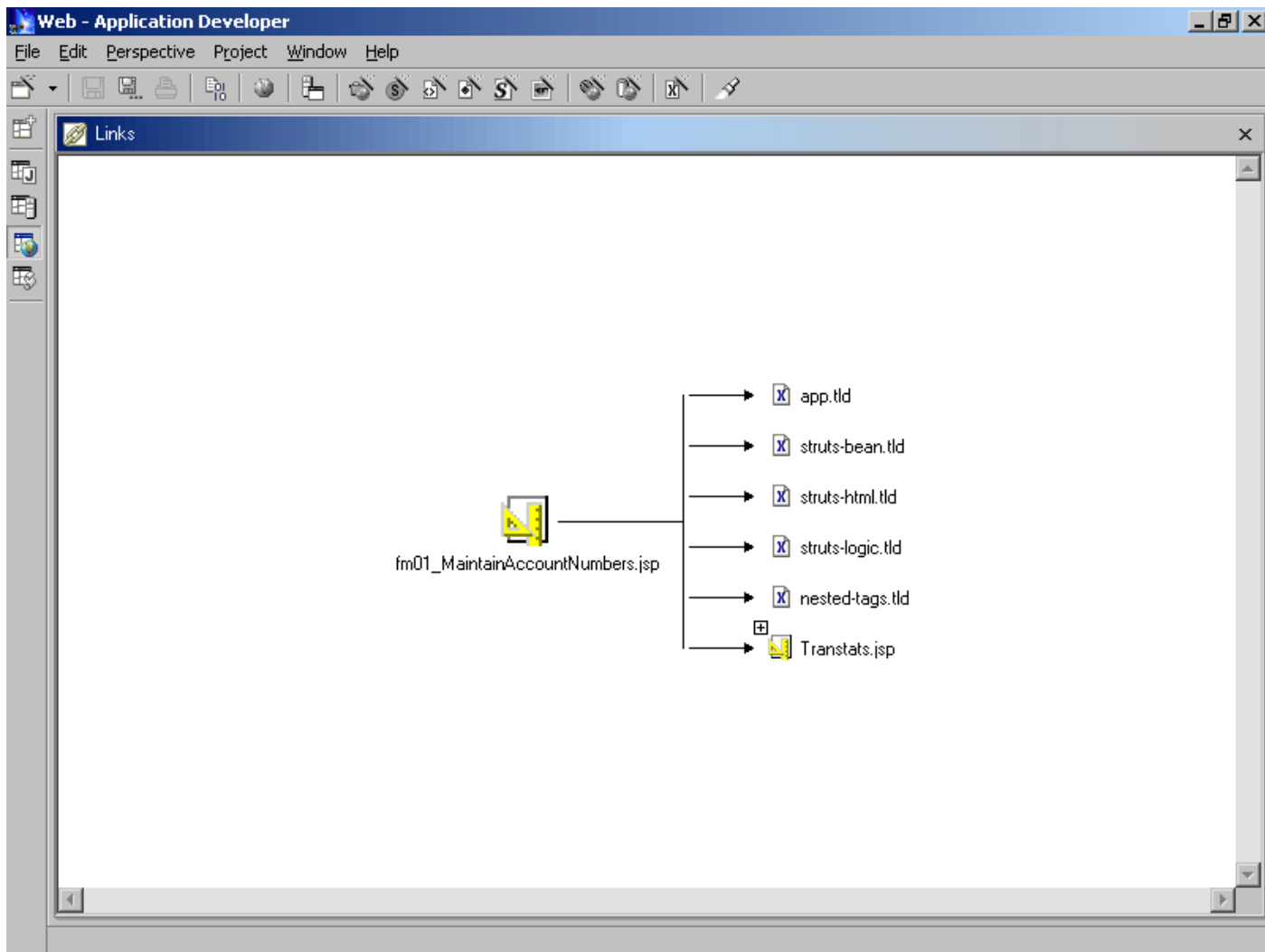
1.5. Online Components

1.5.1. User Interface Components

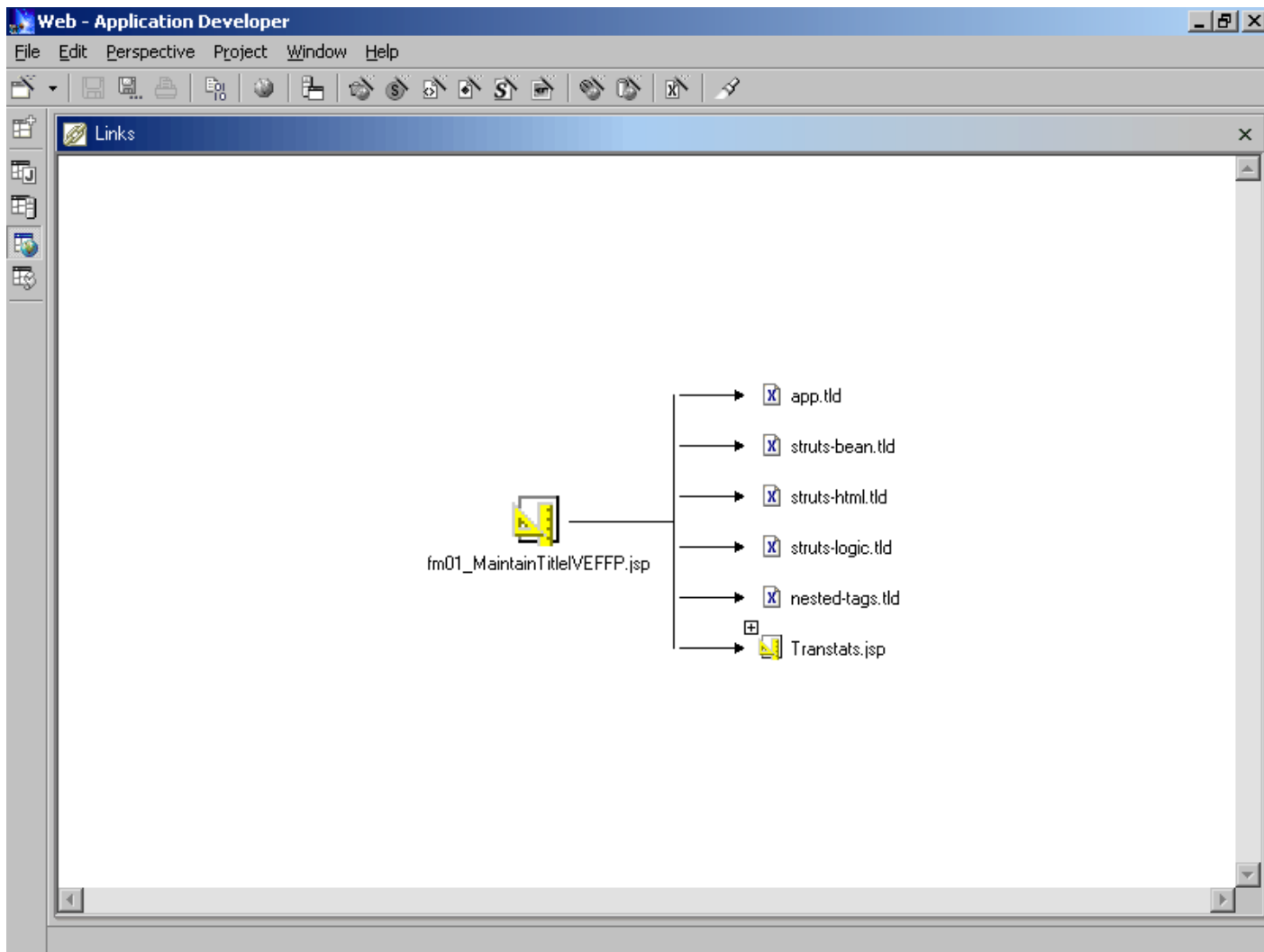
There are five primary JSPs for the FM01 topic. Each has a corresponding Javascript file. It should be noted that “includes” have been created for each tab. This was done because of the size of the page, so that the “Branch Too Large” error (64K size limit) is eliminated.

Below are the link diagrams for the primary JSPs.

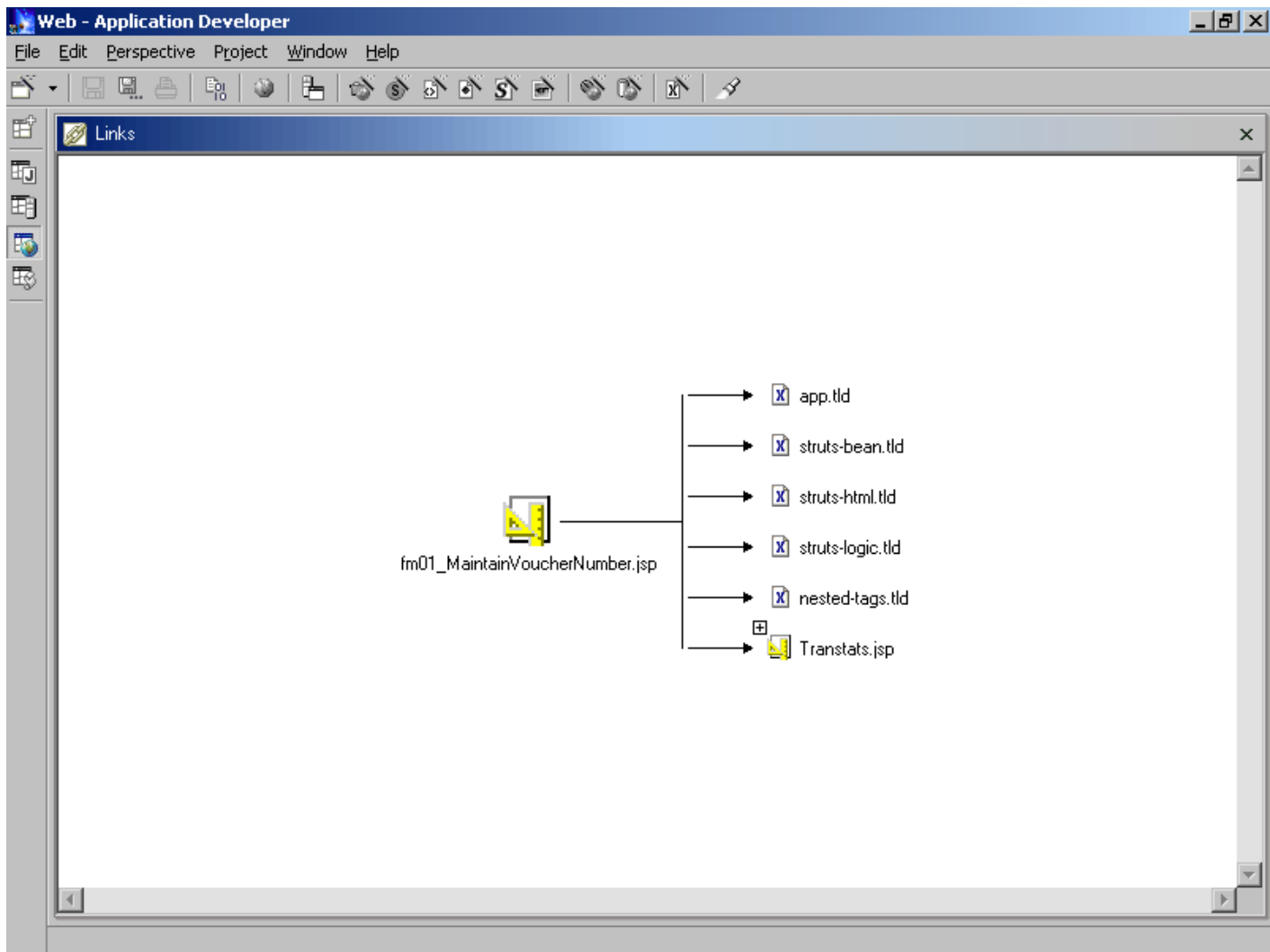
fm01_MaintainAccountNumbers.jsp



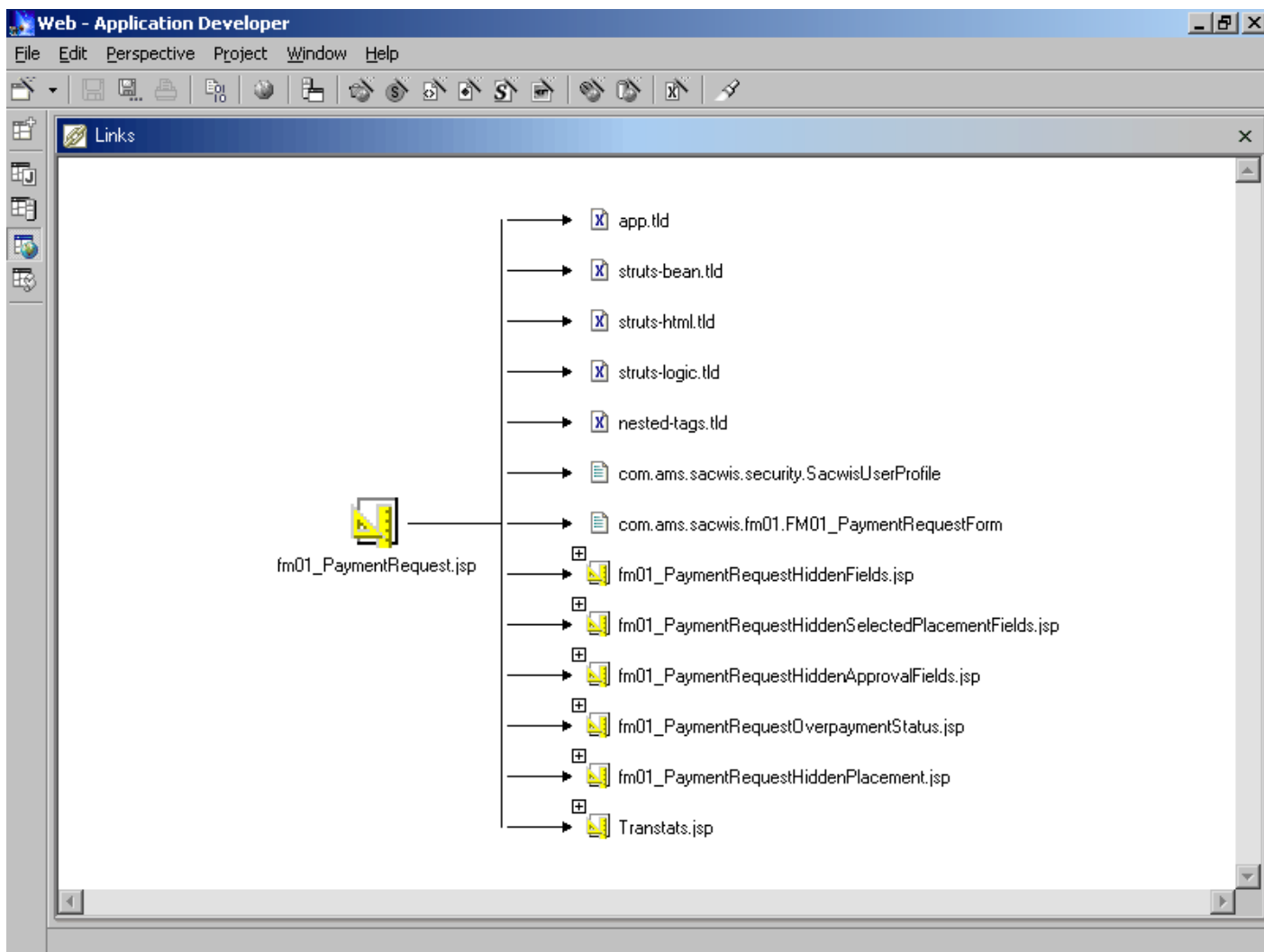
fm01_MaintainTitleIVEFFP.jsp



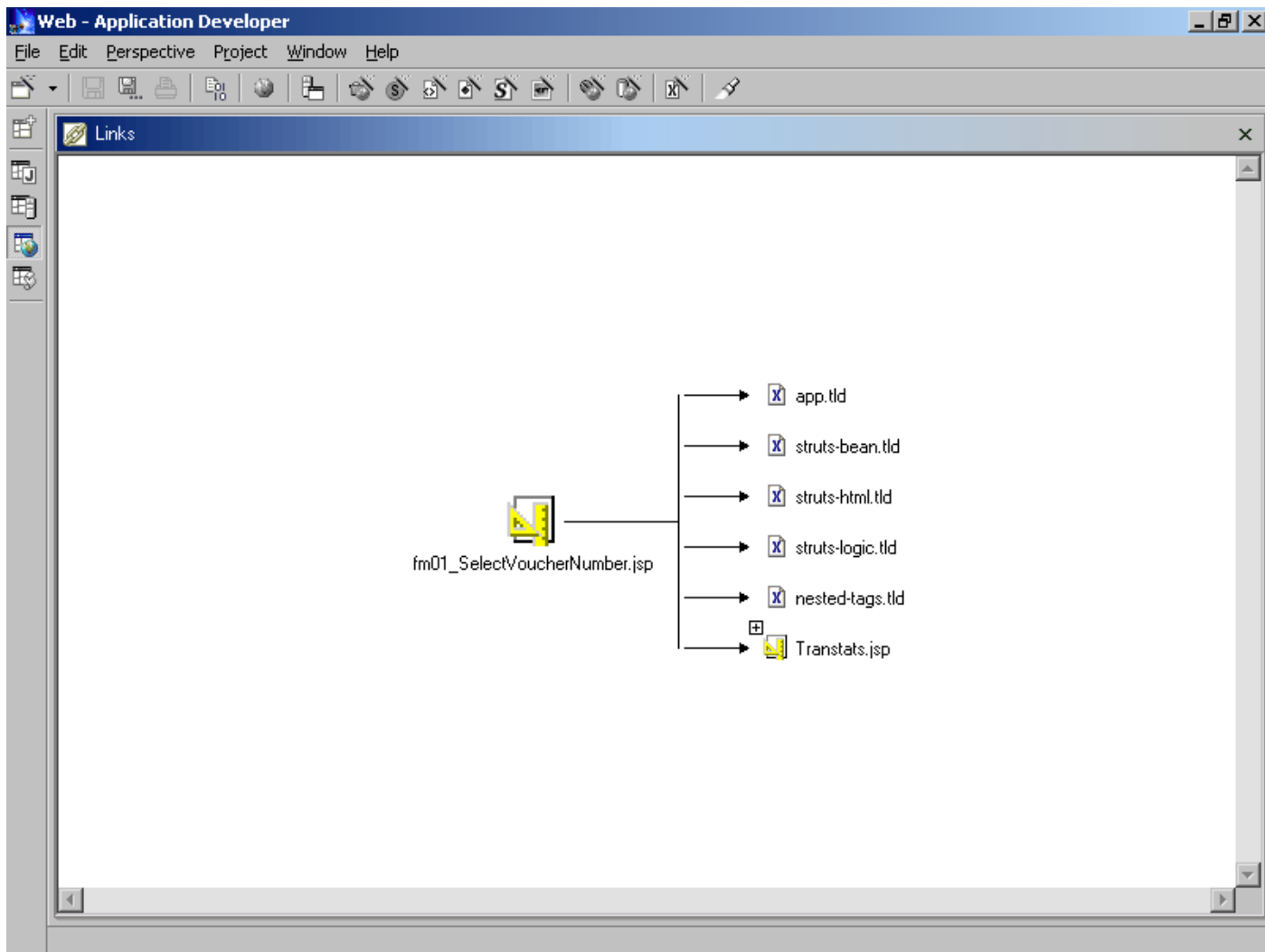
fm01_MaintainVoucherNumber.jsp



fm01_PaymentRequest.jsp



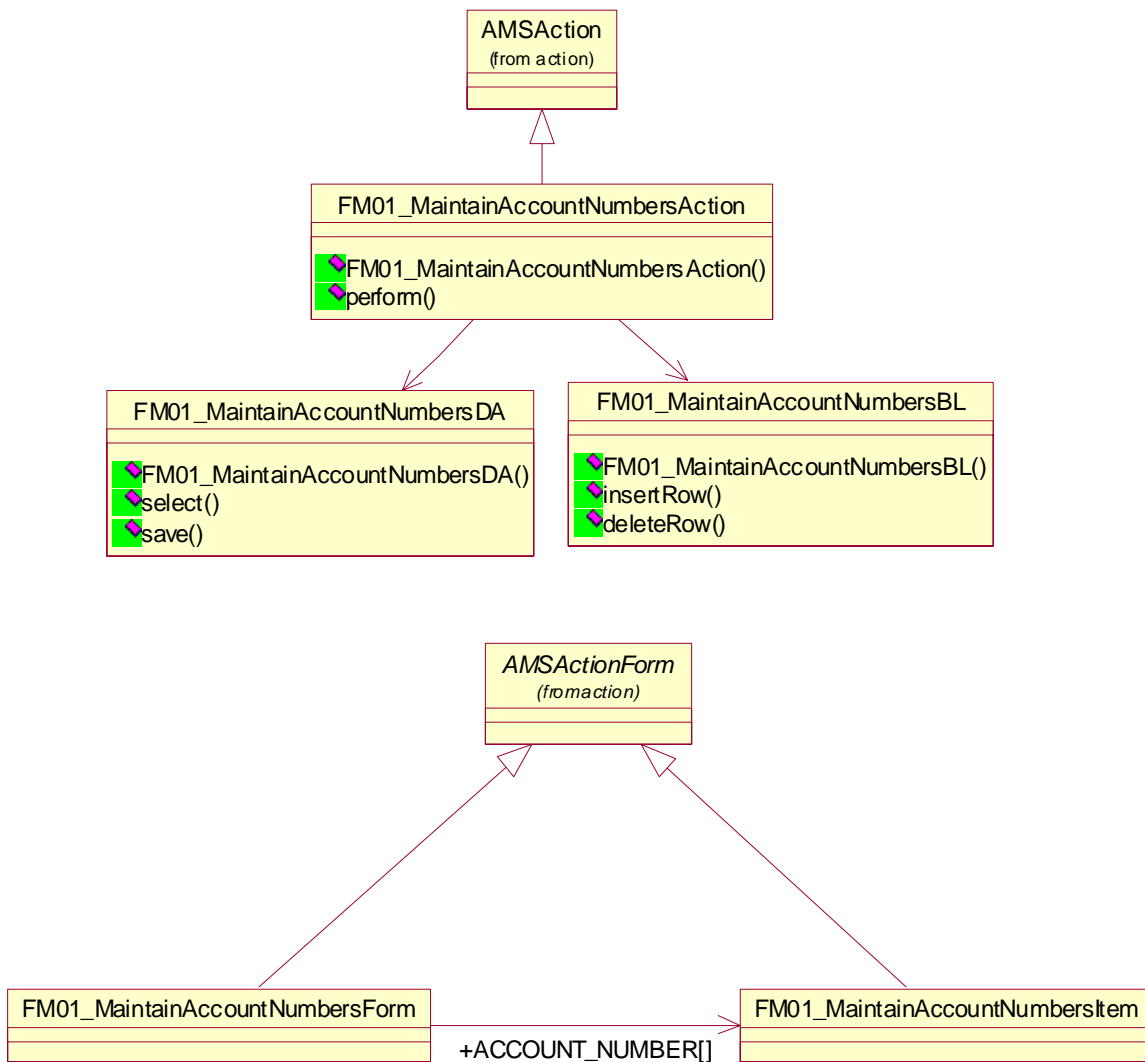
fm01_SelectVoucherNumber.jsp



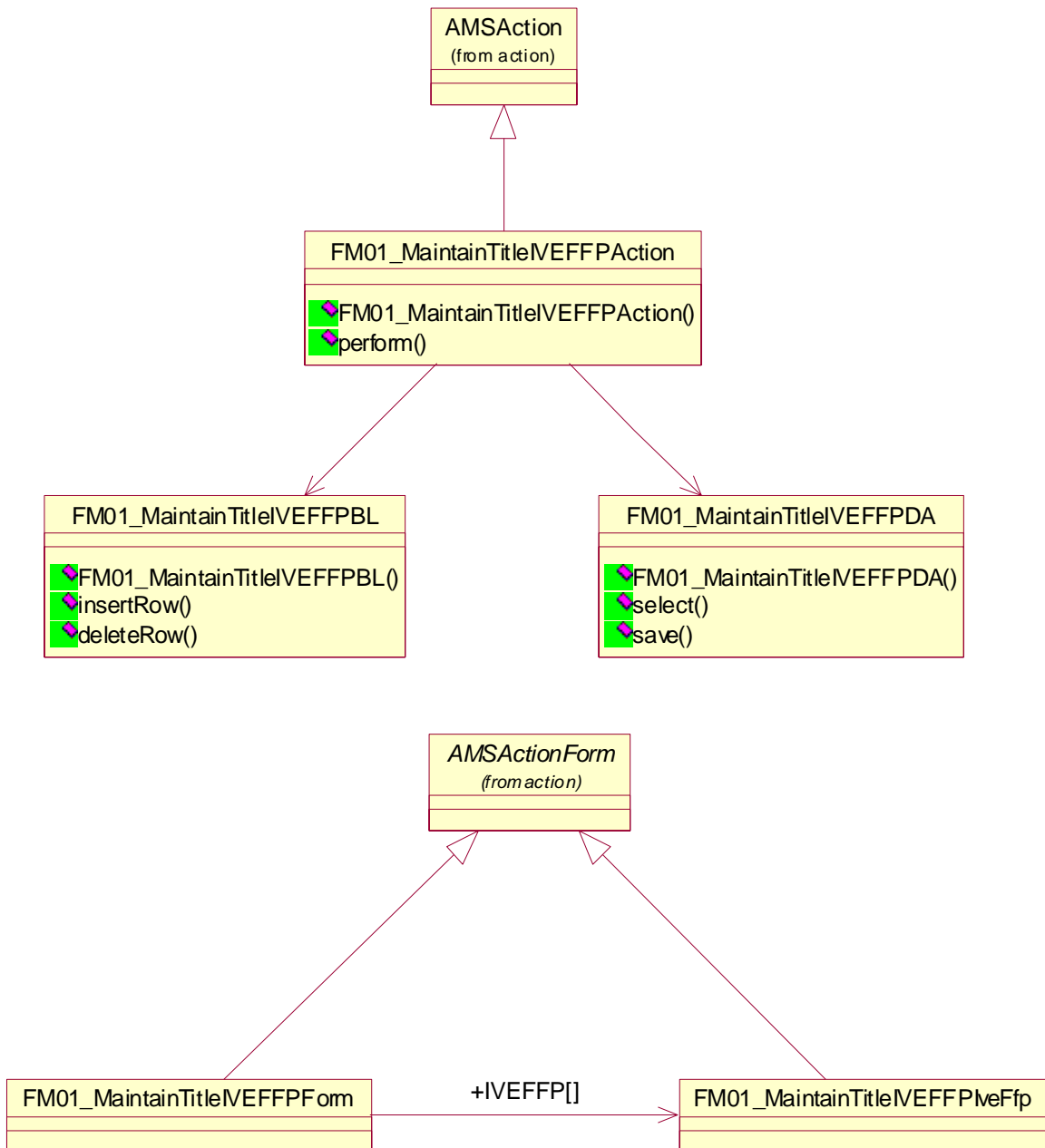
1.5.2. Java Components

Below are the Class diagrams for the FM01 (process payments) topic. There are two distinct “families”. Each of the groups takes care of a set of transactions.

Main Classes involved in Maintain Account Number transactions.



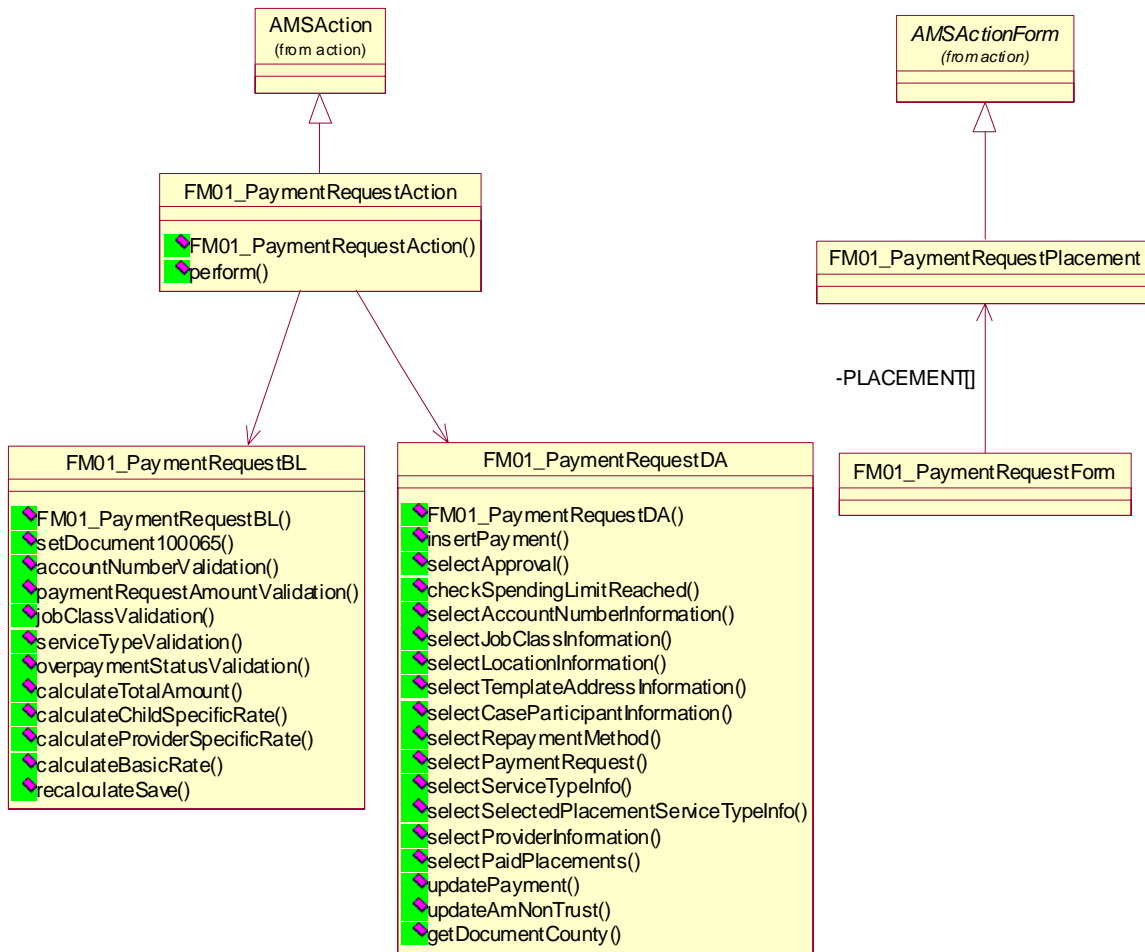
Main Classes involved in Maintain Title transactions.



Main Classes involved in Maintain Voucher Number transactions.



Main Classes involved in Payment Request transactions.



Below is a brief description of each of the Java Classes:

Type	Name	Comment
Action Class	FM01_MaintainAccountNumbersAction	Standard Action Class.
Data Access	FM01_MaintainAccountNumbersDA	Standard Data Access Class.
Business Logic	FM01_MaintainAccountNumbersBL	Standard Business Logic Class contains methods that allow the user to insert/delete an account number item.
Form	FM01_MaintainAccountNumbersForm	Aggregate Data container for Maintain Account Numbers information.
Form	FM01_MaintainAccountNumbersItem	Sub form of Maintain Account Numbers Form. Data container for Account number information.
Action Class	FM01_MaintainTitleVEFFPAction	Standard Action Class.
Data Access	FM01_MaintainTitleVEFFPDA	Standard Data Access Class.
Business Logic	FM01_MaintainTitleVEFFPBL	Standard Business Logic Class contains methods to add/remove a title VEFFP item.
Form	FM01_MaintainTitleVEFFPForm	Aggregate Data container for Maintain Title information.
Form	FM01_MaintainTitleVEFFPlveFfp	Sub form of Maintain Title Form. Data container for Title information.
Action Class	FM01_MaintainVoucherNumberAction	Standard Action Class.
Data Access	FM01_MaintainVoucherNumberDA	Standard Data Access Class.
Form	FM01_MaintainVoucherNumberForm	Data container for Voucher Number information.
Action Class	FM01_PaymentRequestAction	Standard Action Class.
Data Access	FM01_PaymentRequestDA	Standard Data Access Class.
Business Logic	FM01_PaymentRequestBL	Standard Business Logic Class contains payment request business rules. Also validation and document management is handled in this class.

Type	Name	Comment
Form	FM01_PaymentRequestPlacement	Sub form of Payment Request Placement Form. Data container for Payment Request placement item.
Form	FM01_PaymentRequestForm	Aggregate Data container for Payment Request Placement information.
Action Class	FM01_SelectVoucherNumberAction	Standard Action Class.
Form	FM01_SelectVoucherNumberForm	Data container for Voucher Number information.

